

**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#); [Zach Fossum](#)  
**Subject:** Auction Items  
**Date:** Monday, August 12, 2013 2:02:28 PM  
**Attachments:** [June 2013 Auction List.pdf](#)  
[image001.png](#)

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Sorry about all of the confusion with the surplus auction. We will be holding a LIVE auction on Wednesday, August 21<sup>st</sup> during staff training. I have attached a copy of the items that are available. Please come prepared with cash or check to purchase your items. All items that are purchased need to be removed from the Public Safety Building basement no later than Friday, August 23<sup>rd</sup>.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** Basement Storage  
**Date:** Friday, October 04, 2013 9:11:58 AM  
**Attachments:** [image001.png](#)

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David said that he spoke with Jeff and he was fine with shuffling some of the storage to the Public Safety building basement that is in the recreation center. I don't know about PW and their availability to help, they are pretty slammed right now. Maybe see what you think needs to be moved and load it in the trailer and see if you can get some help. I would suggest that most of the items be moved as "out of the way" as possible at the PS building so that they aren't in the way of the other storage.

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Executive Assistant/Human Resources  
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**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Greg Gordon](#)  
**Subject:** Basement\battery acid  
**Date:** Wednesday, January 16, 2013 10:34:05 AM

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David I was just getting back with you about the basement floors and the acid problem. I remember us starting to talk about the architect doing some work through a subsidiary on the floors in the mine. I just wanted to know if we do want to put down something to protect the floors going forward?

P.S. hope you are having a great day

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#); [Greg Gordon](#)  
**Subject:** bid for range netting  
**Date:** Thursday, September 19, 2013 10:46:43 AM  
**Attachments:** [gourock range bid.pdf](#)  
[West coast range bid.docx](#)

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Gourock range bid does not include installation or the 3/8 " eye bolts. West Coast includes all components plus installation for the netting repair.

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** Bid for range  
**Date:** Friday, August 23, 2013 12:20:29 PM

---

David the guy from west coast netting has promised me the info within the half hour. I have called him twice today already but he is working on bids for BYU, Cedar Hills, and Arizona St. I will forward the info as soon as I receive it.

**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [McKay Monson \(mmonson@cedarhills.org\)](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** BLOOD DONORS NEEDED  
**Date:** Tuesday, March 25, 2014 4:11:21 PM  
**Attachments:** [image002.png](#)

---

We are trying to register all participants for the Community Hero Blood Drive, sponsored by Horrocks Engineers. To ensure that they have a super cool, collectable t-shirt in your size, they would like to complete registration by the end of Wednesday.

The blood drive is April 8<sup>th</sup> and we have a number of staff members that have already registered. Donations can be made between 10am – 3pm that day. This drive is dedicated to Sgt. Cory Wride who was killed this last year in the line of duty. Please let me know if you would like to be registered to participate and t-shirt size you will need.

Horrocks has made this a friendly competition to see which northern Utah County city can get the most blood donors. The winning city will receive a service day from Horrocks employees and be name “Blood Battle 2014” Champion!

So, take a moment and donate a pint! You will get an awesome t-shirt, free treats, and you may save a life!

Gretchen Gordon, CMC  
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801-785-9668 x102



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**Date:** Tuesday, March 25, 2014 4:11:21 PM  
**Attachments:** [image002.png](#)

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**Subject:** Blood Drive - April 8th  
**Date:** Friday, March 07, 2014 11:32:24 AM  
**Attachments:** [image001.png](#)  
[image006.png](#)  
[image007.png](#)

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## **Horrocks Sponsors Fourth Annual Blood Drive Dedicated to Sgt. Cory Wride our Community Hero**

As a staff, we have tried to participate in this annual blood drive:

Horrocks Engineers Inc., along with the American Red Cross, will sponsor the fourth annual "Blood Battle 2014" blood drive on Tuesday, April 8, at several locations throughout North Utah County. At last year's drive they reached their goal of more than 100 donors. This year they would like to exceed that number.

Horrocks has made this a friendly competition between North Utah County cities. The city with the most donors will receive a free day of service from Horrocks employees and be named "Blood Battle 2014" champion. Blood drive participants will receive a free "Blood Battle 2014" t-shirt and refreshments.

Please visit <http://projects.horrocks.com/blooddrive> for more information, including locations and times, and to register for the drive. Donation sites will be set up in Lindon, Pleasant Grove, American Fork, Eagle Mountain, Lehi, and Saratoga Springs.

Please let me know if you would like to participate. We will try to schedule a time to go in groups to attend – I will also need your t-shirt size!

**Gretchen Gordon, CMC**  
Executive Assistant/Human Resources  
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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** Building Codes  
**Date:** Tuesday, January 21, 2014 10:04:03 AM  
**Attachments:** [image001.png](#)

---

Do we normally set up alarm codes for the City Council members at the Rec Center? I'm not sure if we have in the past. I'm having Jeff set them up for this building and didn't know if you set them up for that building as well. Thought I had better check.

Just an FYI – I saw your e-mail about scheduling the baseball field that you sent to Mike. I left it for him to handle on Thursday when he returns. Also, you misspelled the baseball park name – it should be Heiselts Hollow (I think you spelled it with a “z”)

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102

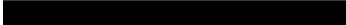


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**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Greg Gordon](#)  
**Subject:** Business Plan  
**Date:** Wednesday, June 05, 2013 3:54:20 PM  
**Attachments:** 

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David I changed the business plan and added the information we talked about but I did put it all in its own section. The advisory committees information starts towards the end under "Calendar and Marketing Plan", but it refers back to the customer service and marketing sections then the planning calendar is towards the end also and refers to the advisory committee. Give it a read and this should be what we want.....

Thanks for the input,

Wade

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** Chair Glides  
**Date:** Monday, January 06, 2014 8:40:03 AM  
**Attachments:** [image004.png](#)

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Here are a few that I found – maybe check to see if they seem like they will work.

THIS ONE LOOKS THE MOST LIKE THE ONE YOU HAVE

<http://www.robertbrooke.com/chair-glides-tips/plastic-chair-tips/plastic-round-chair-tips/plastic-chair-tips-round-tubing-7-8-o-d-x-13-16-i-d.html>

<http://www.patiofurnituresupplies.com/outside-diameter-flat-glide-p-304.html>

[http://www.webrestaurantstore.com/chair-glide-for-bar-stools/964G301.html?utm\\_source=Google&utm\\_medium=cpc&utm\\_campaign=GoogleShopping&gclid=COntz6Lw6bsCFE3m7AodjBkAEw](http://www.webrestaurantstore.com/chair-glide-for-bar-stools/964G301.html?utm_source=Google&utm_medium=cpc&utm_campaign=GoogleShopping&gclid=COntz6Lw6bsCFE3m7AodjBkAEw)

<http://www.installerstore.com/Plastic-Chair-Leg-Tips.html>

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**From:** Gretchen Gordon  
**To:** [Charl Louw](#); [David Bunker](#); [Chandler Goodwin](#); [Greg Gordon](#); [Jeff Maag](#); ["Daniel Zappala"](#); ["Gary Gygi"](#); ["Jenney Rees"](#); ["Scott Jackman"](#); ["Stephanie Martinez "](#); ["Trent Augustus"](#)  
**Subject:** Christmas Card List - DRAFT  
**Date:** Friday, November 22, 2013 1:45:29 PM  
**Attachments:**   
[image001.png](#)

---

Please review the Christmas card list that is attached. I have tried to divide the names by group to make it a little easier to update. I am going to try to mail out card the first week in December, so please let me know if you have additions/deletions.

Gretchen Gordon  
Executive Assistant/Human Resources  
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**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** Christmas Party RSVP  
**Date:** Tuesday, December 03, 2013 8:26:54 AM  
**Attachments:** [image001.png](#)

---

I am gathering the final numbers for the City's Christmas Party on December 10<sup>th</sup>. Please let me know if you will be able to attend.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [bfreeman@lonepeakfire.com](mailto:bfreeman@lonepeakfire.com); [REDACTED] [Craig Clement](#) [REDACTED] [Donald Steele](#)  
[REDACTED] [Glenn Dodge](#) [REDACTED] [Bradley Weber](#)  
[REDACTED] ;  
[sliddiard@afcity.net](mailto:sliddiard@afcity.net); [Boyd Jan Wilkins](#) [REDACTED] ; [Nick Ivins](#)  
[REDACTED] [Keith Irwin](#) [REDACTED] ;  
[REDACTED] ; [Austin Parks](#); [Becky Galloway](#);  
[Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [McKay Monson \(mmonson@cedarhills.org\)](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#); "Daniel Zappala"; "Gary Gygi"; "Jenney Rees"; "Scott Jackman"; "Stephanie Martinez "; "Trent Augustus"  
**Subject:** City Christmas Party - REMINDER  
**Date:** Tuesday, December 10, 2013 10:31:51 AM  
**Attachments:** [image004.png](#)

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Just a reminder that the City Christmas Party will be held tonight, Tuesday, December 10<sup>th</sup> at **6:00pm**. The party will be held in the Vista Room at the Community Recreation Center, 10640 N Clubhouse Drive. Dress is business casual – no tuxedos or formal, flowing gowns required!

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**To:** [bfreeman@lonepeakfire.com](mailto:bfreeman@lonepeakfire.com); [REDACTED]; [Craig Clemen](#) [REDACTED]; [Donald Steele](#)  
[REDACTED]; [Glenn Dodge](#) [REDACTED]; [REDACTED]; [Bradley Weber](#)  
[REDACTED]; [sliddiard@afcity.net](mailto:sliddiard@afcity.net) [REDACTED]; [Boyd Jan Wilkins](#) [REDACTED]; [Nick Ivins](#) [REDACTED]; [Keith Irwin](#) [REDACTED]; [REDACTED]; [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [McKay Monson \(mmonson@cedarhills.org\)](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#); "Daniel Zappala"; "Gary Gygi"; "Jenney Rees"; "Scott Jackman"; "Stephanie Martinez "; "Trent Augustus"  
**Subject:** City Christmas Party - REMINDER  
**Date:** Tuesday, December 10, 2013 10:31:51 AM  
**Attachments:** [image004.png](#)

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**From:** [Wade Doyle](#)  
**To:** [Greg Gordon](#); [David Bunker](#)  
**Cc:** [Gary Gygi](#)  
**Subject:** Council Notes  
**Date:** Tuesday, July 16, 2013 12:17:14 PM

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-June sales for 2013 overall were up \$21,000 dollars

This is big because last year's season had an earlier start and longer spring

-We have had 10 tournaments this year and have another 17 booked for the rest of this season for a total of 27 tournaments.

Doubled last year's tournaments

-I was aggressive to increase my season pass sales to meet budgeted numbers in June by selling \$8500 in passes

-Trained staff to be on a unified marketing campaign to increase pro shop sales and decrease inventory

-Getting compliments from other Pro's and players that have preferred others courses to the point that they are calling to congratulate us on our drive to succeed here at Cedar Hills.

-Put together an aggressive marketing plan that has been very successful thru radio and TV spots. Positive information about the Cedar Hills Golf Club. Other golf Courses are noticing us do to our ad campaign.

-Changing the reputation that Cedar Hills is not a coupon course to increase revenue and bring in a more positive clientele

-Working close with the maintenance crew to be on a unified program to continue our success and be a high quality facility

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Greg Gordon](#); [Wade Doyle \(wdoyle@cedarhills.org\)](mailto:wdoyle@cedarhills.org)  
**Subject:** Customer appreciation day approval for news letter  
**Date:** Wednesday, March 26, 2014 12:31:00 PM

---

We would like to invite all Cedar Hills residents out to the golf club on Saturday May 10<sup>th</sup> between the hours of 12pm and 3pm for resident appreciation day and say thank you for supporting the golf club. The Golf Club will be donating 9 hole green fees for free on that day. **(cart fee is required \$7 per player)** **Proof of residency is required at check in.** Please call and reserve your tee time 10 days in advance at 801-796-1705. Sammy's grill located in the recreation center will be having specials with pro shop receipt on that day between the same hours of 12pm and 3pm. They will be offering free ice cream cones, \$5 regular cheeseburger with fry and \$2 half pie shakes. Please come out and enjoy the day with us.

Thanks,

Cedar Hills Golf Club and Staff

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** E-Mail for Sam Schultz  
**Date:** Thursday, December 12, 2013 8:36:26 AM  
**Attachments:** [image004.png](#)

---

I was going to send thank you notes to Kenz and Lucy and needed to get their addresses from Sam. What e-mail do you use for him?

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** Employee PAN  
**Date:** Tuesday, December 24, 2013 9:19:06 AM  
**Attachments:** [image001.png](#)

---

Is Jeff Negus still someone who is an active employee? I believe he officiated for Flag Football, but a termination was never done. Not sure if we are going to use him for other recreational program. Let me know – I'm trying to clean up the files.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Natalie Scott \(nscott@cedarhills.org\)](mailto:nscott@cedarhills.org); [Greg Gordon](#); [Jeff Maag](#)  
**Cc:** [REDACTED]  
**Subject:** Facility Items  
**Date:** Wednesday, December 04, 2013 10:20:28 AM  
**Attachments:** [image001.png](#)

---

I spoke with Daniel, Stratus yesterday about a few recurring issues we have had at the Recreation Center.

- Soap Dispensers: Some of the soap dispensers have been coming off of the mirrors. Stratus has used a very strong double-stick tape but the problem still continues. We need to decide if we want to try a different type of dispenser, possibly that mounts to the wall.
- Sanitary Disposal: Many of the sanitary disposal receptacles are falling off of the partitions. Again, Stratus has used their heaviest double-stick tape and the problem persists. Do we want them to drill screws into the partition to mount these? I know that our preference was to have them mounted to the partition instead of having those that are on the floor. Would we prefer to have the dispensers that are on the floor or drill into the partitions? Because the partitions are very thin, they would need to get some smaller screws, which may or may not make it more difficult to stay mounted on the partition. The dispensers that rest on the floor, would sit against the back wall and service 2 stalls.

They would like to make sure that these issues are resolved, so maybe decide where to go from this point.

Gretchen Gordon  
Executive Assistant/Human Resources  
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**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Kaity Lavaja](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Nicole Allen](#); [Scott McMahon](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#); [Zach Fossum](#)  
**Subject:** Family Festival Volunteering  
**Date:** Thursday, May 02, 2013 11:40:00 AM  
**Attachments:** [image001.png](#)

---

This year's Family Festival is fast approaching! In years past, we have asked all City Staff to sign-up for a volunteer shift during the events of the FF. With the establishment of the FF Committee, and commitment from LDS Stakes to provide volunteers, the need is less urgent. However, we are still excited for our staff to participate in this great annual event!

If you are interested in signing-up as a Volunteer, please e-mail Greg Gordon at [ggordon@cedarhills.org](mailto:ggordon@cedarhills.org). As a volunteer, you will be provided a FREE Family Festival t-shirt and passes for your immediate family. (Those who are living in your house) If you will not be volunteering, you may still receive passes for you and your immediate family and a t-shirt may be purchased for \$5.00.

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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** FF Committee  
**Date:** Friday, November 08, 2013 10:00:57 AM  
**Attachments:** [image001.png](#)

---

I pulled this list from last year's shirt orders for FF – does this look like everybody who was on the committee? We have been debating whether to include them in the Christmas Party and we have decided to send them an invite.

Jerianne Conroy  
Keith Irwin  
Melissa Willie  
Daryl Acumen  
Madee Proffit  
Angji Branch  
Shannon Payne  
Joe Phelon  
Ben Cahoon  
Rob Olsen  
Michael Stuy  
Angela Johnson

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**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Kaitly Lavaja](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Nicole Allen](#); [Scott McMahon](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#); [Zach Fossum](#)  
**Subject:** File Drawer Locks/Keys  
**Date:** Thursday, May 16, 2013 8:36:00 AM  
**Attachments:** [image004.png](#)

---

If you have filing drawers/cabinets that need to be locked but you don't have a key, please e-mail and let me know. The actual lock should have a 3-digit number stamped on it; sometimes this will also include a letter. Send me that information and I will see if we have a spare or order what may be needed.

I am going to try to get these ordered by Monday so that needed files can be properly secured when our new cleaning contract starts in June.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Brenda Shuman](#)  
**Subject:** Flag  
**Date:** Monday, October 07, 2013 4:21:09 PM  
**Attachments:** [image001.png](#)

---

Brenda has one last flag for the Recreation Center. She put it in your box if you can bring over the one that needs to be repaired.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Chari Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [McKay Monson \(mmonson@cedarhills.org\)](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** FORMS DUE TODAY & Info about Staff Training  
**Date:** Tuesday, November 19, 2013 9:41:29 AM  
**Attachments:** [image004.png](#)

---

**FULL TIME EMPLOYEES ONLY:** Just a reminder that your life insurance and investment forms are due TODAY. Please make sure to get them turned in to Chandler before the end of today.  
Life insurance form: If you are not purchasing any additional insurance, you just need to complete the top of the form and list your beneficiaries. If you are purchasing additional coverage, you need to complete the entire form.  
Investment form: In order to be eligible to receive the City's match (Up to 4.8-5%) into an investment account, you MUST have a 401k, 457, IRA or Roth IRA through Utah Retirement Systems. Forms are available for you to establish an account and designate a percentage/dollar amount for your contribution into a URS account.

**STAFF TRAINING:** Our November staff training is scheduled for Wednesday, November 27<sup>th</sup>. We will meet at the City office at 11:00am SHARP to eat a delicious lunch. Following lunch, we will go to the Food and Care Coalition. We will be taking a tour of their location and delivering canned food and purchased items for their Christmas care kits. Please wear your "Great Service We Can Handle It" shirt.  
A donation box is set up in the kitchen for you to bring your canned food items for donation. If you make a donation of canned goods, you will receive a gift card. (Just a reminder, according to the IRS rules, gift cards must be taxed. If you receive a gift card, the dollar amount will be listed as taxable income)

Gretchen Gordon  
Executive Assistant/Human Resources  
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**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Chari Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [McKay Monson \(mmonson@cedarhills.org\)](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** FORMS DUE TODAY & Info about Staff Training  
**Date:** Tuesday, November 19, 2013 9:41:29 AM  
**Attachments:** [image004.png](#)

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Investment form: In order to be eligible to receive the City's match (Up to 4.8-5%) into an investment account, you MUST have a 401k, 457, IRA or Roth IRA through Utah Retirement Systems. Forms are available for you to establish an account and designate a percentage/dollar amount for your contribution into a URS account.

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**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Greg Gordon](#)  
**Subject:** FW:  
**Date:** Monday, May 06, 2013 12:13:29 PM

---

-----Original Message-----

From: Wade Doyle  
Sent: Monday, May 06, 2013 8:38 AM  
To: 'Gygi Capital Management'  
Subject: RE:

Mayor,

Yes we are implementing the info from the advisory committee. There were only 3 pages which gave bullet points as follows; Customer Service -- Unified Marketing Campaign -- Right Product Right Time.

Customer service--My staff is being aggressive to keep players coming back. They are being trained to listen to the customers and if they hear them mention work or business they approach them for their company tournament or to purchase a corporate pass. Feb pass sales [REDACTED], March [REDACTED] this is half or our pass sales for last year's fiscal period in 2 months. Green fees for March [REDACTED] April [REDACTED]. These numbers are not complete for a 30 day period due to days the course was closed during the monthly period.

A unified marketing plan to build tournaments---- went from 8 tournaments booked last year to already having 5 full field tournaments and 7 tournaments with 40 or more players for this year, not to mention the firecracker. Our Sunday play is up due to an ad I am running on 1280 the zone and ESPN 700. Last Sunday we had a [REDACTED] day because of that ad when our usual # is [REDACTED]

Sale the right product at the right time-- The pro shop is full this time of year so we can sell the new product to customers as they want instead of working from behind and not having the right product when wanted. February we did [REDACTED] in pro shop, March we did [REDACTED] April we did [REDACTED]

Just so we are on the same page, something Brad may not be thinking about, it took Tri City--- Fox Hollow 30 years to build a loyal clientele and ten years of a strong push to rebrand the course and see a difference. Fox Hollow has a much friendlier layout to walk and for pace of play which most golfers like not to mention they have made headway to do course improvements each year for the last few years. The other problem is, which Brad should consider, would be our reputation with past players for the years before we all got here has damaged our loyalty and perspective of all those that gave the course a chance. It is difficult to bring play back to a course which people have branded as a " Dog Track" from their past experience.

As per Brads 94 car compared to 49 car observation Fox Hollow has a 60-70 player men's club. We also will have a men's club but not to that # anytime soon. It takes time to build this amount of players who want to play. We did start a men's league two weeks ago on Thursday evenings to get to that number one day.

My goal is to get our numbers to Fox Hollow numbers but we are not the same type of course and we have not had 30 years of exposure. The other problem is most of our exposure in years past has been negative. My team along with Brian's is to achieve our objective and bring a positive feel back to Cedar Hills but it does take time and support from those around us. We all put hard work and part of ourselves into the golf course because we love and are passionate about it. We work to all be part of the team to achieve the goals and opportunities in front of us to create a place we can all be proud of.

Any more thoughts or concerns please get with me. I appreciate all of the support and the chance to move the course forward into a positive light.

Thanks,  
Wade

-----Original Message-----

From: Gygi Capital Management [[mailto:\[REDACTED\]](mailto:[REDACTED])]  
Sent: Saturday, May 04, 2013 3:03 PM  
To: David Bunker; Greg Gordon; Wade Doyle  
Subject: FW:

Gentlemen, Brad has a point, I keep asking if we are implementing the recommendations from the Golf Course financial advisory committee and no one has an answer yet. Let's sit down and figure this out ASAP.

-Gary

-----Original Message-----

From: Brad Sears [mailto:[\[REDACTED\]](#)]

Sent: Saturday, May 04, 2013 2:29 PM

To: Gygi Gary R.

Subject:

Gary

FYI it's 12:45 Saturday afternoon and Fox Hollow has 99 cars in their parking lot and CHGC has 49. I would hope in the city's branding survey they are reaching out to a larger population to try to find out what the golfing public thinks of our course? Do they even know it exist? etc etc etc. There is no doubt FH is a better course, most mature courses are, but is it 50% better than CH? That is the gap that needs to be closed to achieve profitability. So while I appreciate all the city council does with the survey results it is my impression NO ONE knows the numbers or data on the golf course so that we may change its NOI. For example, do we know the capacity of our course? is it 66,000 or 36,000 or whatever 9 hole rounds in a season? What is our absorption rates, are we generating 50% of our capacity or 33%. how much do we make from each golfer per round played \$25 or \$37. With a survey and tracking we can begin to see the problem and the solutions.

Thanks

Brad

Sent from Brad's phone

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#); [Greg Gordon](#)  
**Subject:** FW: 2014 Plan  
**Date:** Thursday, January 09, 2014 12:59:16 PM  
**Attachments:** [REDACTED]

---

-----Original Message-----

From: Adam Chase [[mailto:\[REDACTED\]](mailto:[REDACTED])]  
Sent: Thursday, January 09, 2014 12:06 PM  
To: Wade Doyle  
Cc: Adam Thurman  
Subject: 2014 Plan

Wade,

Hope this is getting to you in time... Call me if you have any questions.  
Thanks Brother,

Adam

**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** FW: American Flags to Half Staff on Sunday, Oct. 6  
**Date:** Friday, October 04, 2013 4:00:21 PM

---

Wade – Greg said that you would be willing to lower the flag for Sunday. I am going to take the key over to Macord tonight.

---

**From:** Mike Carson  
**Sent:** Friday, October 04, 2013 2:16 PM  
**Subject:** FW: American Flags to Half Staff on Sunday, Oct. 6

---

**From:** American Flagpole & Flag Co. [REDACTED] **On Behalf Of** American Flagpole & Flag Co.  
**Sent:** Friday, October 04, 2013 1:39 PM  
**To:** Mike Carson  
**Subject:** American Flags to Half Staff

..

## Fly the United States Flag at Half Staff on Sunday October 6, 2013

For Immediate Release  
October 04, 2013

Presidential Proclamation -- Fire Prevention Week, 2013

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

### A PROCLAMATION

Fires take more American lives than all other natural disasters combined. They inflict devastating tolls on families and communities, and they cost our Nation billions of dollars each year. During Fire Prevention Week, we pay tribute to the brave

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Tough-Text® describes flags made of 100% woven, two-ply, spun

men and women who put their lives on the line to pull their neighbors out of harm's way, and pledge to do our part to prevent fires in our homes, our cities, and the great outdoors.

We all have a responsibility to protect our families against fire. We should be cautious while cooking, using electrical appliances, and heating our homes. Those who live in areas prone to wildfires can help safeguard their homes by clearing flammable vegetation, and they should plan for emergencies by building a supply kit and talking with their families about a communications plan and evacuation routes. Every American should install working smoke detectors on each level of their home and remember to test them monthly. It is also essential to develop and practice evacuation plans twice a year. Because fire spreads rapidly and poisonous, disorienting smoke moves even quicker, families should design plans that allow for the quickest possible exit. To learn more about taking precautions against fires, visit [www.Ready.gov](http://www.Ready.gov).

By preventing fires, we can both protect our loved ones and keep America's firefighters out of unnecessary danger. To save people they have never met, these skilled professionals battle walls of flame, put themselves in the paths of unpredictable wildfires, and rush into houses on the verge of collapse. This week, as we renew our commitment to fire safety, we thank these courageous first responders for their service and honor those who have made the ultimate sacrifice in the line of duty.

NOW, THEREFORE, I, BARACK OBAMA, President of the United States of America, by virtue of the authority vested in me by the Constitution and the laws of the United States do hereby proclaim October 6 through October 12, 2013, as Fire Prevention Week. **On**

polyester with embroidered stars and sewn stripes-- the most durable outdoor flag ever developed.

Engineered especially for industrial, commercial and institutional use or whatever severe climatic conditions exist. The exclusive blend of features found in Tough-Tex® flags include unusually high tensile strength and exceptional resistance to abrasion increasing

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Our indoor flag sets make a great statement in your office, boardroom or entrance. [Click here](#) for more details.



Tangle Free Flag Set

**Sunday, October 6, 2013, in accordance with Public Law 107-51, the flag of the United States will be flown at half-staff at all Federal office buildings in honor of the National Fallen Firefighters Memorial Service. I call on all Americans to participate in this observance with appropriate programs and activities and by renewing their efforts to prevent fires and their tragic consequences.**

IN WITNESS WHEREOF, I have hereunto set my hand this fourth day of October, in the year of our Lord two thousand thirteen, and of the Independence of the United States of America the two hundred and thirty-eighth.

BARACK OBAMA

## Half Staff Flag Widget

**Got a Website?**

**Do you ever wonder why the flag is at half staff?**

**Do you want to properly display your flag?**

**Install our Widget!**

□

□

This half staff American flag widget will automatically display the

Complete tangle free Supreme US Home Set. Includes 3' x 5' Nyl-Glo Flag with embroidered stars and sewn stripes, a 1" x 6' White aluminum pole with ball bearings in the middle to prevent tangling, eagle top, and white adjustable aluminum bracket.

[More Details](#)

not available in stores

American Flag at half staff on the days that it is appropriate to fly the flag at half staff. It will also give the reason why the flag is at half staff.

- Shows your patriotism
- Proudly displays the United States Flag
- Current date and time is displayed for your visitors.
- It's FREE

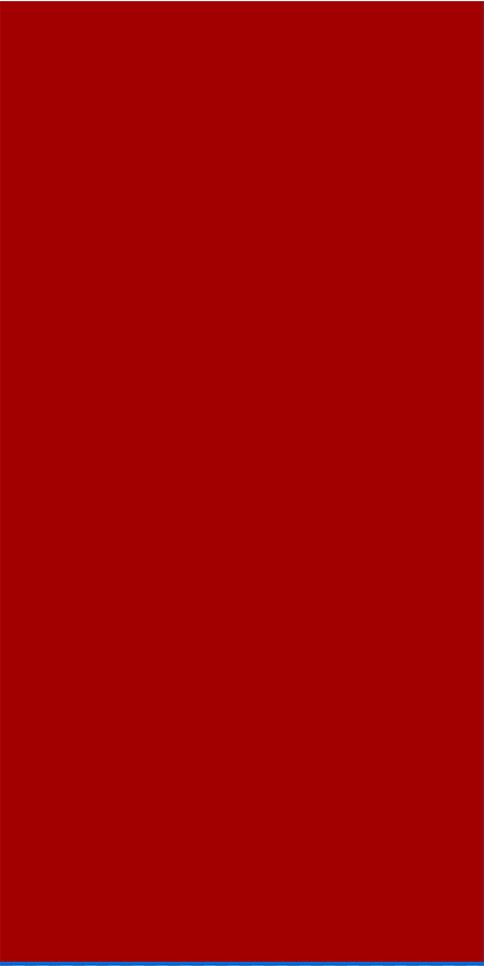
Get the details and code by [clicking here](#) .

## Please Support our Troops....

It is easy to take liberty for granted, when you have never had it taken from you. ~Author unknown

Sincerely

Matt Knowlan  
American Flagpole and Flag Co.



**FREE  
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We will ship both Nyl-Glo® nylon and Tough-Tex® Polyester flag orders over \$50 for free.

Visit [AFlag.com](http://AFlag.com) to view all of our products.

**Offer Expires:  
10/31/13**

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[Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).  
American Flagpole and Flag Co. | 3546 Lake Elmo Ave. | Suite #3 | Lake Elmo | MN | 55042

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2012.0.2242 / Virus Database: 3222/6222 - Release Date: 10/04/13

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3408 / Virus Database: 3222/6721 - Release Date: 10/03/13

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#); [Greg Gordon](#)  
**Subject:** FW: Cedar hills golf course  
**Date:** Monday, June 16, 2014 3:46:00 PM  
**Attachments:** [REDACTED]  
[ATT00001.txt](#)

---

This is the bid for the work done on the #9 tee box. We gave them [REDACTED] in golf passes for the work completed.

-----Original Message-----

From: Kc Jepperson [[mailto:\[REDACTED\]](#)]  
Sent: Sunday, June 15, 2014 8:51 PM  
To: Wade Doyle  
Subject: Cedar hills golf course

Wade,

This is what the actual cost of the rock walls and excavation would of been if we didn't do the trade work.

Let me know if you have any questions

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Greg Gordon](#)  
**Subject:** FW: Cedar Hills Golf  
**Date:** Thursday, June 13, 2013 5:21:30 PM  
**Attachments:** [spot\\_250132\\_proxy.mov](#)

---

Here is the ad I approved and got in just in time for this weekend

---

**From:** Adam Chase [mailto: [REDACTED]]  
**Sent:** Thursday, June 13, 2013 10:02 AM  
**To:** Wade Doyle  
**Subject:** FW: Cedar Hills Golf

Here's the finished product...

Adam

 Adam M. Chase  
CEO | [chasemg.com](http://chasemg.com)  
[REDACTED]

----- Forwarded Message

**From:** Craig Thompson < [REDACTED] >  
**Date:** Thu, 13 Jun 2013 15:41:41 +0000  
**To:** "Adam Chase ([REDACTED]) >  
**Subject:** Cedar Hills Golf

Good Morning Adam,

Attached is the PGA sponsorship spot tagged with Cedar Hills Father's Day message. This spot is schedule to run in the US Open Tomorrow on ESPN. I also have some spots running on ESPN all day on Friday and Saturday before Father's day. And I have some \$2 spots running on sports nets as well.

Do we need to re-tag this spot to run after Father's Day? I'm assuming you want to shoot a new spot on one of the days we have open 19-21st. Let me know I'll need to book one of those days before they are gone.

Also please send purchase order.

Thanks,

**Craig W Thompson, Account Executive**  
**Comcast Spotlight in Utah**

542 West 400 South  
Lindon, Utah 84042  
[REDACTED]  
[REDACTED]



----- End of Forwarded Message

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** FW: Ethics & Fraud Prevention Presentation  
**Date:** Wednesday, February 12, 2014 4:34:26 PM  
**Attachments:** [image001.png](#)  
[Ethics - Fraud Prevention.pdf](#)

---

Here is the presentation from today.

---

**From:** Brian Child [REDACTED]  
**Sent:** Wednesday, February 12, 2014 4:27 PM  
**To:** Gretchen Gordon  
**Subject:** Ethics & Fraud Prevention Presentation

Gretchen:

It was great to see you and David this morning, along with everyone else. Thanks for allowing me to present. Please find attached a copy of the Ethics & Fraud Prevention presentation. Also, the revised claim forms I mentioned previously made be found here: <http://olyins.com/forms>.

Thank you also again for lunch, it was excellent. Please do not hesitate to contact me if any questions should arise or if I may be of assistance.

Best regards,



**BRIAN D. CHILD, CIC**  
ACCOUNT EXECUTIVE

[REDACTED]



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[Salt Lake City, Utah 84165](#)

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---

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Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3462 / Virus Database: 3697/7085 - Release Date: 02/11/14

**From:** Gretchen Gordon  
**To:** [Jeff Maag](#); [Greg Gordon](#); [Natalie Scott \(nscott@cedarhills.org\)](mailto:nscott@cedarhills.org)  
**Subject:** FW: Facility Items  
**Date:** Friday, December 06, 2013 9:04:11 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)

---

Have you guys had a chance to review what you want to do on this? Daniel's e-mail below indicates that there are some other options for sanitary dispensers.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** daniel [REDACTED]  
**Sent:** Wednesday, December 04, 2013 11:14 AM  
**To:** Gretchen Gordon  
**Subject:** RE: Facility Items

Hi Gretchen, I have a few different options on the sanitary disposal dispensers with our supply house waxie. Just let me know what you guys would like to do so we can place an order for them. Thanks

Daniel

Stratus operations

---

**From:** Gretchen Gordon [<mailto:gordon@cedarhills.org>]  
**Sent:** Wednesday, December 04, 2013 10:20 AM  
**To:** Natalie Scott; Greg Gordon; Jeffrey Maag  
**Cc:** [REDACTED]  
**Subject:** Facility Items

I spoke with Daniel, Stratus yesterday about a few recurring issues we have had at the Recreation Center.

- Soap Dispensers: Some of the soap dispensers have been coming off of the mirrors. Stratus has used a very strong double-stick tape but the problem still continues. We need to decide if we want to try a different type of dispenser, possibly that mounts to the wall.
- Sanitary Disposal: Many of the sanitary disposal receptacles are falling off of the partitions. Again, Stratus has used their heaviest double-stick tape and the problem persists. Do we want them to drill screws into the partition to mount these? I know that our preference was to have them mounted to the partition instead of having those that are on the floor. Would we prefer to have the dispensers that are on the floor or drill into the partitions? Because the partitions are very thin, they would need to get some smaller screws, which may or may not make it more difficult to stay mounted on the partition. The dispensers that rest on the floor, would sit against the back wall and service 2 stalls.

They would like to make sure that these issues are resolved, so maybe decide where to go from this point.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3426 / Virus Database: 3657/6889 - Release Date: 12/03/13

**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Kaity Lavaja](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Nicole Allen](#); [Scott McMahon](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#); [Zach Fossum](#)  
**Subject:** FW: Family Festival Volunteering  
**Date:** Thursday, May 02, 2013 1:49:00 PM  
**Attachments:** [image003.png](#)  
[image006.png](#)  
[image001.png](#)  
[image004.png](#)

---

Just a few clarifications:

- If you are planning to attend any of the events that require a ticket (carnival, dinner/movie, or swim night) please e-mail Greg how many of each you will need. Please, only get tickets for those events that you plan to attend – it's a waste of effort and money to process tickets that are not going to be used.
- You are entitled to free tickets as a staff member, for you and your household, for one day of the carnival, not both. (The City actually has to pay the carnival provider for each ticket which we distribute, whether they are used or not)
- **Free** T-Shirts will be provided only to those who are volunteering for a shift which has been assigned by the Community Services department. Otherwise, t-shirts are \$5 each. Please provide your size to Greg.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Greg Gordon

**Sent:** Thursday, May 02, 2013 12:50 PM

**To:** Gretchen Gordon; Austin Parks; Brenda Shuman; Brian Cloud; Brian Haskell; Chad Scott; Chandler Goodwin; Charl Louw; Colleen Mulvey; David Bunker; Dax Fossum; Dee Howard; Jeffrey Maag; Kaity Lavaja; Katherine Murdoch; Lauren Jasper; Laurie Anderson; Laurie Petersen; Mike Carson; Nicole Allen; Scott McMahon; TJ Aston; Travis Austin; Wade Doyle; Zach Fossum

**Subject:** RE: Family Festival Volunteering

Staff,

Please respond to me how many tickets you'll need for the carnival, dinner/movie, and swim night. If you are not going to go please don't get the tickets and save us some. Also if you're volunteering please let me know a t-shirt size so I can put that into my spreadsheet as well.

Thank you!

Greg Gordon

*Recreation Director*

City of Cedar Hills

[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)

(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon

**Sent:** Thursday, May 02, 2013 11:40 AM

**To:** Austin Parks; Brenda Shuman; Brian Cloud; Brian Haskell; Chad Scott; Chandler Goodwin; Charl Louw; Colleen Mulvey; David Bunker; Dax Fossum; Dee Howard; Greg Gordon; Jeffrey Maag; Kaity Lavaja; Katherine Murdoch; Lauren Jasper; Laurie Anderson; Laurie Petersen; Mike Carson; Nicole Allen; Scott McMahon; TJ Aston; Travis Austin; Wade Doyle; Zach Fossum

**Subject:** Family Festival Volunteering

This year's Family Festival is fast approaching! In years past, we have asked all City Staff to sign-up for a volunteer shift during the events of the FF. With the establishment of the FF Committee, and commitment from LDS Stakes to provide volunteers, the need is less urgent. However, we are still excited for our staff to participate in this great annual event!

If you are interested in signing-up as a Volunteer, please e-mail Greg Gordon at [ggordon@cedarhills.org](mailto:ggordon@cedarhills.org). As a volunteer, you will be provided a FREE Family Festival t-shirt and passes for your immediate family. (Those who are living in your house) If you will not be volunteering, you may still receive passes for you and your immediate family and a t-shirt may be purchased for \$5.00.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** [Wade Doyle](#)  
**To:** [Colleen Mulvey](#)  
**Subject:** FW: Full Zip womens jacket  
**Date:** Thursday, April 03, 2014 1:50:00 PM

---

---

**From:** Black Clover [mailto: [REDACTED]]  
**Sent:** Thursday, April 03, 2014 12:20 PM  
**To:** Wade Doyle  
**Subject:** Re: Full Zip womens jacket

We have the lucky gal is all in a ladies full zip. It's basically a full zip hoodie. Otherwise we really don't have anything else in a full zip

Collin Wilkinson  
Black Clover Enterprises  
[REDACTED]

On Apr 3, 2014, at 12:13 PM, Wade Doyle <[wdoyle@cedarhills.org](mailto:wdoyle@cedarhills.org)> wrote:

Hey I have one of my city staff ladies that would want a full zip jacket. What do you have available?

**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** FW: Groundskeeper Position  
**Date:** Monday, May 06, 2013 9:22:00 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)

---

Do you have any updates on interviewing and hiring so I can get back with Conner's dad?

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**Sent:** Monday, May 06, 2013 9:22 AM  
**To:** 'Keith Gwilliam'  
**Subject:** RE: Groundskeeper Position

I'll check with the Golf staff and see where they are on interviewing and hiring.

Gretchen Gordon  
Executive Assistant/Human Resources

801-785-9668 x102



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---

**From:** Keith Gwilliam [REDACTED]  
**Sent:** Sunday, May 05, 2013 2:13 AM  
**To:** Gretchen Gordon  
**Subject:** Groundskeeper Position

Hi Gretchen! You will remember that my son Conner dropped off a job application last month.

Are you interviewing for the 2 Groundskeeper positions?

Conner would be a great candidate. He is a responsible, hard working guy and would do a great job for you guys. He would like to be a part of the team again this year.

Please let us know. Thank you. - Keith & Conner Gwilliam

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Greg Gordon](#)  
**Subject:** FW: poles netting  
**Date:** Wednesday, September 11, 2013 8:45:10 AM

---

This is the bid for fixing the existing damage!!

---

**From:** Dan Kirkland [mailto: [REDACTED]]  
**Sent:** Wednesday, August 28, 2013 2:50 PM  
**To:** Wade Doyle  
**Subject:** RE: poles netting

Wade

Figure netting, hardware and installation to existing poles

The cost would be 9,100.00

Dan Kirkland  
West Coast Netting

---

**From:** Wade Doyle [<mailto:wdoyle@cedarhills.org>]  
**Sent:** Saturday, August 24, 2013 8:03 AM  
**To:** Dan Kirkland  
**Subject:** RE: poles netting

Thanks Dan for getting that bid. If I need two sections of netting with hardware and installation 50'W x 32'H How much would we be?

---

**From:** Dan Kirkland [[mailto: \[REDACTED\]](mailto: [REDACTED])]  
**Sent:** Friday, August 23, 2013 1:21 PM  
**To:** Wade Doyle  
**Subject:** poles netting

Wade

Take a look and let me know what you think, We can install the wood poles and netting if you need. However I am not sure on what you need in the way of netting and hardware and lengths.

Dan Kirkland  
West Coast Netting

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** FW: Rehire Information  
**Date:** Thursday, March 20, 2014 8:16:14 AM  
**Attachments:** [image004.png](#)  
[image007.png](#)  
[image010.png](#)  
[image001.png](#)

---

Dustin came in this morning to update his paperwork.

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**Sent:** Monday, March 10, 2014 12:11 PM  
**To:** Greg Gordon  
**Subject:** RE: Rehire Information

Donald did also. Haven't heard anything from Dustin.

---

**From:** Greg Gordon  
**Sent:** Monday, March 10, 2014 12:10 PM  
**To:** Gretchen Gordon

**Subject:** RE: Rehire Information

I have Jordan Anderson's W4 he just came in and filled out, did everyone else get theirs done?

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, March 03, 2014 5:04 PM  
**To:** Greg Gordon  
**Cc:** Chandler Goodwin  
**Subject:** Rehire Information

Can you check with the new rehires on a couple of items:

DONALD HALVO:

- Needs updated W-4 (last one we have is from 2008)
- Updated Policy & Procedure Statement signed
- Needs to provide updated documents for Employment Eligibility Verification
  - Driver's License AND Social Security card OR
  - Passport

JORDAN ANDERSON:

- Updated W-4

DUSTIN BLANCHARD:

- Updated Driver's License for Employment Verification (one on file is now expired)
- He updated his W-4 in 2013, but if he wants changes to his exemptions he should do a new one

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
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---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3462 / Virus Database: 3722/7164 - Release Date: 03/07/14

---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3462 / Virus Database: 3722/7216 - Release Date: 03/19/14

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Greg Gordon](#)  
**Subject:** FW: Revised Schedule from Chase Media  
**Date:** Wednesday, January 16, 2013 9:39:51 AM  
**Attachments:** [REDACTED]

---

Here is the most current marketing calendar from Chase Media. If you have any questions get with me

---

**From:** Adam Chase [mailto:[REDACTED]]  
**Sent:** Friday, January 11, 2013 5:27 PM  
**To:** Wade Doyle  
**Subject:** Revised Schedule from Chase Media

Here you go buddy.

Let me know if you have any questions.

Thanks man,

Adam



Adam M. Chase

CEO | [chasemg.com](http://chasemg.com)

c 801.259.5032 | o 801.768.2288

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** FW: Scanned Document  
**Date:** Tuesday, March 18, 2014 2:49:40 PM  
**Attachments:** [Scanned Document001.pdf](#)

---

Thought you might enjoy reading this. This is Eric Johnson's response to the State Records Committee regarding our correspondence for the latest GRAMA request.

-----Original Message-----

From: Dax Fossum  
Sent: Tuesday, March 18, 2014 2:54 PM  
To: Gretchen Gordon  
Subject: Scanned Document

Please open the attached document. It was scanned and sent to you using a Xerox multifunction device.

Attachment File Type: pdf

multifunction device Location: machine location not set  
Device Name: XRX\_0000AAFA0576

-----

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3462 / Virus Database: 3722/7208 - Release Date: 03/17/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** FW: Scanned Document  
**Date:** Tuesday, February 04, 2014 9:33:02 AM  
**Attachments:** [REDACTED]

---

This is for Costco, as requested. Charl isn't sure why they are even requesting this, but here it is. I will put the business card and info that Nicole brought over in your box.

-----Original Message-----

From: Dax Fossum  
Sent: Tuesday, February 04, 2014 9:40 AM  
To: Gretchen Gordon  
Subject: Scanned Document

Please open the attached document. It was scanned and sent to you using a Xerox multifunction device.

Attachment File Type: pdf

multifunction device Location: machine location not set  
Device Name: XRX\_0000AAFA0576

-----

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3462 / Virus Database: 3684/7058 - Release Date: 02/03/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** FW: Sharing invitation: Gretchen Gordon - Staff Time Off Calendar  
**Date:** Monday, October 14, 2013 3:22:36 PM  
**Attachments:** [image008.png](#)  
[image001.png](#)

---

I already sent them invitations to share the calendar. It may be a matter of them going to their calendar window and checking the "Staff Time Off Calendar" so they can view it? If not, I can try to send it again? It wouldn't let me send an invite again since they were already on the original list.

Let me know if they can't view it after trying to check it. Maybe they can even try to find the old e-mail and accept it from there, if they didn't?

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Gretchen Gordon  
**Sent:** Monday, October 01, 2012 10:22 AM  
**To:** Austin Parks; Brenda Shuman; Brian Cloud; Brian Haskell; Chad Scott; Chandler Goodwin; Charl Louw; David Bunker; Dee Howard; Dax Fossum; Greg Gordon; Jeffrey Maag; Kaity Whittaker; Katherine Murdoch; Laurie Petersen; Mike Carson; [Nicole Allen](#); Scott McMahon; TJ Aston; Travis Austin; Wade

Doyle; Zach Fossum; Laurie Anderson

**Subject:** Sharing invitation: Gretchen Gordon - Staff Time Off Calendar

**Microsoft Exchange** Gretchen Gordon - Staff Time Off Calendar

**Calendar:**

Gretchen Gordon ([gordon@cedarhills.org](mailto:gordon@cedarhills.org)) has invited you to view his or her "Staff Time Off Calendar" calendar.

We have created a shared calendar to be able to view Staff Time Off. Each employee should go through their department head for approval. Department heads should then forward an e-mail to me showing the approved time and I will put it on the shared calendar. This may take a little bit of time to get used to, but hopefully, this will be a simple way to be able to stay in touch with what is going on among staff.

*Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102*



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---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2012.0.2221 / Virus Database: 2441/5307 - Release Date: 10/03/12

**From:** Gretchen Gordon  
**To:** [Brian Cloud](#); [Wade Doyle](#)  
**Cc:** [Greg Gordon](#)  
**Subject:** FW: Things  
**Date:** Wednesday, August 07, 2013 11:22:23 AM  
**Attachments:** [image001.png](#)  
[image004.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)

---

Did you guys determine if someone can use this desk or should I add it to the surplus auction? If nobody can use it in an office, let me know today, if possible so I can add it to the items for the auction that is starting tomorrow.

Thanks,

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Monday, July 22, 2013 3:30 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Things

I'm not sure, he mentioned Wade may want it for his office so we could take the old square table out of there. I'll have to check with them for sure tomorrow.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, July 22, 2013 3:27 PM  
**To:** Greg Gordon  
**Subject:** RE: Things

Did Brian ever figure out what to do with the desk? Is it usable by somebody?

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Friday, July 12, 2013 10:29 AM  
**To:** Gretchen Gordon  
**Subject:** Things

I tried to call but you were out so I'll just send you an email:

1. Can we push the window cleaning off until next Thursday after 12:00 since there is bad weather forecast on and off tomorrow?
2. Brian has a desk at his office that he needs to get rid of (it's a corner desk). Do you want it to surplus or have him just get rid of it?

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3272 / Virus Database: 3209/6551 - Release Date: 08/04/13

**From:** [Wade Doyle](#)  
**To:** [Greg Gordon](#); [David Bunker](#)  
**Subject:** FW: TV Spots  
**Date:** Thursday, August 15, 2013 7:25:00 AM

---

Follow the link to see both the shots

---

**From:** Adam Thurman [mailto: [REDACTED]]  
**Sent:** Monday, July 29, 2013 12:03 PM  
**To:** Wade Doyle  
**Cc:** Ryan D. Chase  
**Subject:** Re: TV Spots

I'm not sure how that happened because I don't even have the Fox Hollow ads. I just reloaded them to [REDACTED] so give that a shot and see if it works.

*Please confirm that you have received this message.*

*Thank you,*



**Adam Thurman**

Continuity Director | [chasemg.com](http://chasemg.com)  
[REDACTED]

On Jul 29, 2013, at 11:15 AM, Wade Doyle wrote:

Adam I pulled that link but I don't see our commercial only see fox hollow

---

**From:** Adam Thurman [mailto: [REDACTED]]  
**Sent:** Thursday, July 25, 2013 12:57 PM  
**To:** Wade Doyle  
**Cc:** Ryan D. Chase  
**Subject:** TV Spots

The spots for Cedar Hills have been uploaded to our ftp site [REDACTED] and download it to your computer by right clicking and saving it.

*Please confirm that you have received this message.*

*Thank you,*



**Adam Thurman**

Continuity Director | [chasemg.com](http://chasemg.com)  
[REDACTED]

**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Cc:** [Chandler Goodwin](#)  
**Subject:** FW: W-2 tax form  
**Date:** Wednesday, February 05, 2014 11:31:05 AM

---

I think that W-2s for this year have already been mailed out, but I will have Chandler update it for the future.

Thanks,  
Gretchen

---

**From:** Wade Doyle  
**Sent:** Wednesday, February 05, 2014 11:30 AM  
**To:** Gretchen Gordon  
**Subject:** FW: W-2 tax form

This is Dane Hammers new address to mail his W2

---

**From:** Dane Hammer [REDACTED]  
**Sent:** Monday, February 03, 2014 11:30 AM  
**To:** Wade Doyle  
**Subject:** W-2 tax form

Hey Wade,

Thanks for sending that contact information. Could you have Gretchen mail me my W-2 tax form to my new address?

[REDACTED]

Thanks,

Dane Hammer  
[REDACTED]

---

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3462 / Virus Database: 3684/7058 - Release Date: 02/03/14

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** FW: Weekly Notes  
**Date:** Friday, February 22, 2013 11:24:12 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

---

**From:** Wade Doyle  
**Sent:** Friday, February 22, 2013 11:23 AM  
**To:** Greg Gordon  
**Subject:** RE: Weekly Notes

#### This Week

- Booked a tournament for June and also may rent the Vista to the same group for meetings
- Entered all inventory into the new par 9 system
- Worked on sales reporting with par 9 system and Chandler / Dax
- Set up the Vista room for several events
- Drilled holes in the steel runner in the basement and hung hooks for the new carts and their chargers
- Met with Taylormade and Black Clover to finish getting product for the shop
- Talked with Chase Media about the marketing schedule and when to start also about meeting with Spence and Hans from the radio stations
- Talked to Mr. Steel about a storm water plan and networked to get names and numbers from our surrounding cities for direction

#### Next Week

- Meeting on the storm water plan Tuesday
- Meeting with Chase Media on Thursday
- Continue to receive new product and put in inventory and merchandise the pro shop
- Set marketing idea with Val Pak for first mailer
- Set up a date to give Spence and Hans lessons and play a few rounds so they can relay our positives to their markets
- Finish business plan
- Finish the basement to receive the new cart fleet
- Detail clean the air returns and the kitchen floor in the grill
- Continue to call on tournament through my networks and cold calls

---

**From:** Greg Gordon  
**Sent:** Friday, February 22, 2013 10:47 AM  
**To:** Wade Doyle; Kaity Lavaja; Brian Cloud  
**Subject:** Weekly Notes

Don't forget to send me over your weekly highlight and next week's focus.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** GasCard Information  
**Date:** Thursday, September 19, 2013 10:59:03 AM  
**Attachments:** [image002.png](#)

---

As discussed in last month's staff meeting, the City has an assigned GasCard in each City vehicle. This GasCard allows you to fuel City vehicles at authorized locations – the card that is in the vehicle needs to remain in the vehicle. Each driver is assigned a specific PIN number that should be used when fueling any City vehicle, with a GasCard. I have worked with the State for each employee to have their own PIN number, except for those who may use the pool car infrequently.

Here is your assigned PIN number: XXXXXXXXXX

Please do not write this PIN number on the GasCard envelope or mileage booklet (if there is one.) Just like any PIN, please keep this in a secure place and don't share it with others. Let me know if you have any questions.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** [Gretchen Gordon](#)  
**To:** [David Bunker](#); [Colleen Mulvey](#); [Wade Doyle](#); [Charl Louw](#); [Chandler Goodwin](#)  
**Subject:** GRAMA TRAINING  
**Start:** Tuesday, October 08, 2013 4:30:00 PM  
**End:** Tuesday, October 08, 2013 5:00:00 PM  
**Location:** Conference Room

---

Eric Johnson, the City Attorney, will be providing a training regarding the basics of GRAMA (Government Records Access Management Act). You are invited to attend.

**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Chari Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [McKay Monson \(mmonson@cedarhills.org\)](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** IDDE Report Form  
**Date:** Wednesday, February 12, 2014 1:42:27 PM  
**Attachments:** [IDDE Report Form.docx](#)  
[Scanned Document001.pdf](#)  
[image001.png](#)

---

As a follow-up to our staff training today, here is an electronic copy of the telephone reporting form that was reviewed. I have attached it as a .pdf and also as a Word document. Please create a short-cut on your desktop so that in the event of receiving a call regarding a spill, you have the form to begin gathering information. The Flow Chart is also included as the second page if you have questions about the process.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Chari Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [McKay Monson \(mmonson@cedarhills.org\)](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** IDDE Report Form  
**Date:** Wednesday, February 12, 2014 1:42:27 PM  
**Attachments:** [IDDE Report Form.docx](#)  
[Scanned Document001.pdf](#)  
[image001.png](#)

---

As a follow-up to our staff training today, here is an electronic copy of the telephone reporting form that was reviewed. I have attached it as a .pdf and also as a Word document. Please create a short-cut on your desktop so that in the event of receiving a call regarding a spill, you have the form to begin gathering information. The Flow Chart is also included as the second page if you have questions about the process.

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**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** Immunization Clinic  
**Date:** Wednesday, October 02, 2013 1:36:51 PM  
**Attachments:** [image002.png](#)

---

If you are planning to get a vaccination at the clinic, being held at Highland City offices on Tuesday, October 8<sup>th</sup>, please let me know. We are going to be contacting the Health Department to ensure that they have adequate supply of the requested vaccines.

The clinic will be held between 8:00am – Noon and you are welcome to drop by anytime. You will need to bring your insurance card with you. (You may want to bring your HSA card as well, if there is a charge for the vaccination that you are requesting) Many of the vaccinations are covered 100% by insurance, but you should contact the insurance provider to know exactly what will be covered.

I am going to submit a list of vaccinations to the County Health Department at the end of the week, so please contact by **noon on Friday, October 4<sup>th</sup>**.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**Subject:** Immunization Clinic  
**Date:** Thursday, September 12, 2013 2:27:48 PM  
**Attachments:** [Scanned from a Xerox multifunction device.pdf](#)  
[adult-schedule-easy-read.pdf](#)  
[image002.png](#)

---

We have been invited to join Highland City for an Immunization Clinic on Tuesday, October 8<sup>th</sup>. The hours of the clinic are 8:00am – 12:00pm. This is open to Cedar Hills' employees and family members. The focus is on adult immunizations, but infant/children are also available. (This is an optional clinic and would need to be attended on personal time)

**HERE IS A LISTING OF THE RECOMMENDED ADULT VACCINES:**

**Influenza (Flu), Tdap (Whooping Cough), HPV, MMR, Varicella (Chicken Pox), Shingles, Pneumococcal (Pneumonia), Hepatitis A & B, Meningococcal (Meningitis)**

Most insurance companies cover preventative immunizations at 100%, including the City's insurance. However, you should confirm with your insurance provider, prior to the clinic, what coverage is offered. I have attached a copy of the flyer about the clinic as well as an adult immunization schedule.

Please let me know if you have any questions.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Laurie Anderson](#); [Greg Gordon](#)  
**Subject:** Jr Jazz Officials, Scorekeepers  
**Date:** Monday, January 06, 2014 3:45:52 PM  
**Attachments:** [image001.png](#)

---

Laurie & Greg:

I will keep you updated on who I still need paperwork from by the end of the day on Thursday, so you know who needs a reminder. On the re-hires, we just need them to do an updated W-4, so that should be really easy. They could even print a 2014 W-4 and e-mail it over to me.

I will let you know how the progress goes.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Charl Louw](#); [Chandler Goodwin](#); [Greg Gordon](#)  
**Subject:** June monthly #'s  
**Date:** Monday, July 08, 2013 4:40:52 PM  
**Attachments:** 

---

Here are the totals for June 2013

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** Labor  
**Date:** Thursday, February 20, 2014 10:16:21 AM

---

David

Greg and I talked about scheduling for the next few weeks due to opening early before we have budgeted for part time labor. I was asking if I could work a little bit of OT instead of bringing on 2 Part timers for 3 weeks where we are already over part time labor for the fiscal period. I could use a few extra hours and we would still come out ahead if we compared payroll \$.

**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Kaitly Lavaja](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Nicole Allen](#); [Scott McMahon](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#); [Zach Fossum](#)  
**Subject:** Last call for Keys  
**Date:** Monday, May 20, 2013 3:51:00 PM  
**Attachments:** [image001.png](#)

---

I am going to place an order Tuesday for file/drawer keys. If you do not have keys for drawers/files that need to be secured, please e-mail right away.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** [Gretchen Gordon](#)  
**To:** [Mike Carson](#); [Colleen Mulvey](#); [David Bunker](#); [Brenda Shuman](#); [Dee Howard](#); [Jeff Maag](#); [Travis Austin](#) ([taustin@cedarhills.org](mailto:taustin@cedarhills.org)); [Chad Scott](#); [TJ Aston](#); [Brian Haskell](#); [Dax Fossum](#); [Lauren Jasper](#); [Chandler Goodwin](#); [Charl Louw](#); [Greg Gordon](#); [Wade Doyle](#); [Brian Cloud](#); [Austin Parks](#)  
**Subject:** LIFE INSURANCE DISCUSSION/UTAH RETIREMENT SYSTEMS  
**Start:** Wednesday, November 13, 2013 9:00:00 AM  
**End:** Wednesday, November 13, 2013 11:00:00 AM  
**Location:** Vista Room

---

Spectra Management has been invited to discuss life insurance coverage which will be reviewed in conjunction with the Social Security opt-out.

Valerie Busico, from URS, will be coming to our office to review options for 401K/457 participation. This will be good information for all full-time employees as we move toward opting out of Social Security. There are many options for 401K/457 and this is just one that you may consider....it is not required that you use URS.

**From:** [Gretchen Gordon](#)  
**To:** [Mike Carson](#); [Colleen Mulvey](#); [David Bunker](#); [Brenda Shuman](#); [Dee Howard](#); [Jeff Maag](#); [Travis Austin](#) ([taustin@cedarhills.org](mailto:taustin@cedarhills.org)); [Chad Scott](#); [TJ Aston](#); [Brian Haskell](#); [Dax Fossum](#); [Lauren Jasper](#); [Chandler Goodwin](#); [Charl Louw](#); [Greg Gordon](#); [Wade Doyle](#); [Brian Cloud](#); [Austin Parks](#)  
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**From:** [Gretchen Gordon](#)  
**To:** [Mike Carson](#); [Colleen Mulvey](#); [David Bunker](#); [Brenda Shuman](#); [Dee Howard](#); [Jeffrey Maag](#); [Travis Austin](#); [Chad Scott](#); [TJ Aston](#); [Brian Haskell](#); [Dax Fossum](#); [Lauren Jasper](#); [Chandler Goodwin](#); [Charl Louw](#); [Greg Gordon](#); [Wade Doyle](#); [Brian Cloud](#); [Austin Parks](#)  
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**Subject:** LIFE INSURANCE DISCUSSION/UTAH RETIREMENT SYSTEMS

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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Brenda Shuman](#)  
**Subject:** Lights in Cart Maintenance Area  
**Date:** Tuesday, April 08, 2014 3:39:38 PM  
**Attachments:** [image001.png](#)

---

FYI - While I was downstairs assessing the exits for the evacuation plan, Donald Halvo mentioned that they had some light bulbs that were burned out. He also asked if it was possible to add an additional light over the work bench – I have given both of these requests to PW.

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [McKay Monson \(mmonson@cedarhills.org\)](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** Lunch for Staff Training - February 12th  
**Date:** Thursday, February 06, 2014 12:59:46 PM  
**Attachments:** [Sammys.pdf](#)  
[image004.png](#)

---

We are going to be eating Sammy's for lunch following our staff training next Wednesday. In order to expedite food orders, please take a minute to look at the attached menu and respond with your order. I would like to have the orders collected by Monday. Also, be sure to indicate what type of fries you would like, if any. (Regular, fresh cut, sweet potato)

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:**

[Wade Doyle](#)

**To:**

[David Bunker](#)

**Date:**

Monday, March 04, 2013 4:00:26 PM

---

Greg has Jim's old computer and I have the laptop but I know the laptop was wiped clean and Greg checked for the sales on his computer with no success.

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Date:** Tuesday, January 07, 2014 11:03:03 AM  
**Attachments:** [fw4.pdf](#)  
[image001.png](#)

---

Gretchen Gordon  
Executive Assistant/Human Resources  
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**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Greg Gordon](#)  
**Date:** Wednesday, June 05, 2013 6:35:33 PM

---

Ok thanks I know you are busy with the festivities but I did want to get that over so I can clear it off my plate and share it with my employees

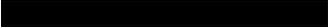
**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Charl Louw](#)  
**Subject:** May monthly sales update  
**Date:** Thursday, June 13, 2013 10:19:43 AM  
**Attachments:** [REDACTED]

---

Here is an update with 9 hole rounds added and labor

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Charl Louw](#); [Chandler Goodwin](#)  
**Subject:** May monthly sales  
**Date:** Tuesday, June 11, 2013 6:24:12 PM  
**Attachments:** 

---

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** monthly sales report  
**Date:** Friday, February 01, 2013 2:44:37 PM  
**Attachments:** 

---

Here the monthly sales report for January

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** monthly sales report  
**Date:** Monday, March 04, 2013 3:40:01 PM  
**Attachments:** [REDACTED]

---

Hey so the info you forwarded to me didn't have the info we needed.

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** monthly sales  
**Date:** Wednesday, April 03, 2013 1:02:47 PM  
**Attachments:** 

---

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [David Bunker](#)  
**Subject:** New Forms  
**Date:** Tuesday, October 22, 2013 10:53:51 AM  
**Attachments:** [Rec.Center.Non.Profit.Usage.Application.pdf](#)  
[Recreation.Center.Usage.Application.pdf](#)  
[image001.png](#)

---

Greg – We have created two new forms.

Recreation Center Usage Request: If someone would like to rent the conference room, multi-purpose room, or studio. This is for usage between the hours of 9:00am – 9:00pm at \$30/hour for one room, \$50/hour for two rooms.

Recreation Center Usage Request for Non-Profit and Public Entities: This would be if a school, HOA, or other public entity/non-profit wanted to use one of the 3 rooms. During the hours of 9:00am – 5:00pm there would not be a cost; from 5:00pm – 9:00pm the rate is \$30/hour for one room, \$50/hour for two rooms.

Please look over the forms and see if this covers what we need. We have included generic “Hold Harmless” wording, and space on the back for office use. Let me know if you see things that need to be changed/modified. The Word documents and .pdfs are located on the server: N:\Community Services\Rec Center Events\Reception Center Info

If you could let me know if these are ready to go, I would like to send one to Pete Karp, The Cottages HOA, because they wanted to schedule their meeting for November 7<sup>th</sup>.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](mailto:dbunker@cedarhills.org); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](mailto:mcarson@cedarhills.org); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](mailto:taustin@cedarhills.org); [Wade Doyle](#); [Zach Fossum](#)  
**Subject:** Office/Facility Cleaning  
**Date:** Tuesday, August 27, 2013 2:14:55 PM  
**Attachments:** [image001.png](#)

---

We have contacted the cleaning company about some items which need extra attention when the cleaning is done each Thursday. This Friday, I would like to know of any concerns (new or ongoing) so that they can be promptly addressed.

If there is a cleaning task that has not been completed when you come to work on Friday, please let me know ASAP. I would like to document, with pictures, if possible to make sure that we clearly identify inconsistencies. (Trash not being emptied, recycling not being emptied, dirty surfaces, etc.) We have been instructed by our account representative to contact Stratus immediately so they can send out personnel to address any problems.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**Subject:** One more item on keys  
**Date:** Thursday, May 16, 2013 9:18:00 AM  
**Attachments:** [image001.png](#)

---

If you have file keys in your office or desk that don't fit anything that you have, please return them to me. With all of the office shuffling, we may have keys in places that they don't belong. To avoid ordering keys that we may already have, please make sure that you bring unneeded keys to me so I can pair them up with someone who might need them.

THANKS!

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**Subject:** Online Auction  
**Date:** Thursday, August 08, 2013 8:29:42 AM  
**Attachments:** [image001.png](#)

---

The online auction through Public Surplus has officially begun! You may bid on items until noon on Wednesday, August 14<sup>th</sup>. You must register to be able to participate and place bids. Please let me know if you have any questions. I have some printed instruction sheets about how to register for those who may not have ready access to e-mail. (These instructions are on the bulletin boards in the break room and in the hallway by the bay/shop door.)

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#); [Zach Fossum](#)  
**Subject:** On-Line Auction  
**Date:** Thursday, August 08, 2013 3:24:27 PM  
**Attachments:** [image001.png](#)

---

Well, I knew that everything was going too smoothly. This type of internal reallocation auction does not allow bidding and is basically a first-come, first-served option only. This puts some employees who are out in the field and not near a computer at a great disadvantage. For this reason, we will do a silent auction on Wednesday, August 21<sup>st</sup> during staff training. I will print up some information sheets for each item available so that employees can still see what can be purchased and we will bid on the items and close the auction during staff training.

Sorry for the misunderstanding and hopefully you are still able to purchase items that are of interest.

Just a reminder that on Friday, starting at 8:00am, you may come to the break room at the City Office building to take some surplus items which are free of charge.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**Subject:** Open Enrollment Meeting - FRIDAY!  
**Date:** Thursday, May 30, 2013 11:52:00 AM  
**Attachments:** [image002.png](#)

---

All **full-time** employees need to attend a meeting on Friday at 10:00am at the Recreation Center to begin our insurance open enrollment process. If you will be opting to receive insurance through the City, please come prepared with social security numbers for dependents who will be covered. Spectra Management will be on-site to assist and answer questions.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** PAN  
**Date:** Monday, January 06, 2014 1:48:10 PM  
**Attachments:** [image001.png](#)

---

Chandler did not have any of the forms, so I still need a PAN for the following people:

Griffin Gardner

Bo Daley

Daniel Hart

I HAVE COMPLETED PAPERWORK FROM:

Tyler Hunt

Nate Wiscombe (misspelled on the paper you gave me)

Rich Schettler

Daniel Evans

Lauren Hunt

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** [Wade Doyle](#)  
**To:** [David Bunker](#); [Greg Gordon](#)  
**Subject:** Par 9 Text Marketing  
**Date:** Friday, January 10, 2014 11:50:53 AM

---

The marketing platform will be ready to go by April 1 which includes text and email. We will also have the web tee sheet and the new inventory system. Nathan is also working on the swipe for actual gift cards so no more paper gift certificates. Just keeping us all in the loop.

Thanks,  
Wade

**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** Par9 Golf Expense  
**Date:** Thursday, May 09, 2013 1:30:00 PM  
**Attachments:** [image001.png](#)

---

Wade – A charge occurred on David’s city credit card for \$199 from Par9 Golf, LLC. I know that we had a purchase order processed, but it has been closed. Is this an on-going fee/charge? Not sure why it’s on David’s card. Can you let me know what the situation is so I can make sure to get this resolved with Finance? If this is a reoccurring charge, can you let me know the details of this and what budget cost center it is supposed to come out of?

THANKS

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [David Bunker](#); [Jeff Maag](#); [Chandler Goodwin](#); [Greg Gordon](#); [Charl Louw](#)  
**Subject:** Pay Checks - Week of February 10th  
**Date:** Friday, February 07, 2014 3:51:30 PM  
**Attachments:** [image001.png](#)

---

Due to Chandler being out of town February 10-12, please let your employees that pay checks will be not be available until Friday. Please make sure that all of your time cards are submitted and properly signed on Monday to ensure that we are not waiting on last minute submissions.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Kaity Lavaja](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Nicole Allen](#); [Scott McMahon](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#); [Zach Fossum](#)  
**Subject:** Personality Test  
**Date:** Wednesday, May 15, 2013 4:53:00 PM  
**Attachments:** [Animal Personality Test.pdf](#)  
[image002.png](#)

---

Here is a copy of the Personality Test information from today's staff activity.

Also, in case you forgot what kind of "animals" you deal with each day, here are the results:

Panda (A) Amiable: Charl, Brian C., Kaity, Katherine, Dax, Mike, Greg, Travis, Jeremy, TJ, Gretchen, Lauren  
Tiger (B) Driver: Laurie A., McKay, Wade, Chandler, Zach, Dee, Chad  
Owl (C) Analytical: David (1/2) Mike, Austin, Jeff  
Dolphin (D) Expressive: Brian H., Nicole, Colleen, David (1/2)

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** Pest Control  
**Date:** Thursday, August 29, 2013 3:51:36 PM  
**Attachments:** [image001.png](#)

---

We will have Bee & Wasp Control out on Friday morning to spray at the City Office building. They will arrive about 9:00 so please be aware that they will be applying various pest control sprays. Hopefully, we can say "GOODBYE" to our friends, the Spiders!

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: BLOOD DONORS NEEDED  
**Date:** Tuesday, March 25, 2014 4:18:16 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)

---

YES.

---

**From:** Greg Gordon  
**Sent:** Tuesday, March 25, 2014 4:18 PM  
**To:** Gretchen Gordon  
**Subject:** RE: BLOOD DONORS NEEDED

Did you sign me up?

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Tuesday, March 25, 2014 4:11 PM  
**To:** Austin Parks; Becky Galloway; Brenda Shuman; Brian Cloud; Brian Haskell; Chad Scott; Chandler Goodwin; Charl Louw; Colleen Mulvey; David Bunker; Dax Fossum; Dee Howard; Greg Gordon; Jeffrey Maag; Jennifer Peay; Katherine Murdoch; Lauren Jasper; Laurie Anderson; Laurie Petersen; McKay Monson; Mike Carson; Natalie Scott; Nicole Allen; TJ Aston; Travis Austin; Wade Doyle  
**Subject:** BLOOD DONORS NEEDED

We are trying to register all participants for the Community Hero Blood Drive, sponsored by Horrocks Engineers. To ensure that they have a super cool, collectable t-shirt in your size, they would like to complete registration by the end of Wednesday.

The blood drive is April 8<sup>th</sup> and we have a number of staff members that have already registered. Donations can be made between 10am – 3pm that day. This drive is dedicated to Sgt. Cory Wride who was killed this last year in the line of duty. Please let me know if you would like to be registered to participate and t-shirt size you will need.

Horrocks has made this a friendly competition to see which northern Utah County city can get the most blood donors. The winning city will receive a service day from Horrocks employees and be name "Blood Battle 2014" Champion!

So, take a moment and donate a pint! You will get an awesome t-shirt, free treats, and you may save a life!

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3462 / Virus Database: 3722/7242 - Release Date: 03/24/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Building Codes  
**Date:** Tuesday, January 21, 2014 1:34:46 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)

---

I didn't think so, but thought I had better double check.

---

**From:** Greg Gordon  
**Sent:** Tuesday, January 21, 2014 12:52 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Building Codes

I have never done an alarm code for anyone other than the Mayor here because they don't have keys or a key pad like you do over there.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Tuesday, January 21, 2014 10:04 AM  
**To:** Greg Gordon  
**Subject:** Building Codes

Do we normally set up alarm codes for the City Council members at the Rec Center? I'm not sure if we have in the past. I'm having Jeff set them up for this building and didn't know if you set them up for that building as well. Thought I had better check.

Just an FYI – I saw your e-mail about scheduling the baseball field that you sent to Mike. I left it for him to handle on Thursday when he returns. Also, you misspelled the baseball park name – it should be Heiselts Hollow (I think you spelled it with a “z”)

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3462 / Virus Database: 3681/7020 - Release Date: 01/20/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Chair Glides  
**Date:** Monday, January 06, 2014 9:19:18 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image005.png](#)

---

Hope they will work out.

---

**From:** Greg Gordon  
**Sent:** Monday, January 06, 2014 9:19 AM  
**To:** Gretchen Gordon  
**Cc:** Natalie Scott  
**Subject:** RE: Chair Glides

I just called them and they are sending us a sample of the first one. They said we have ordered from them in the past so they had all our information down, so we updated it with our new address and they're shipping it out today.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, January 06, 2014 8:40 AM  
**To:** Greg Gordon  
**Subject:** Chair Glides

Here are a few that I found – maybe check to see if they seem like they will work.

THIS ONE LOOKS THE MOST LIKE THE ONE YOU HAVE

<http://www.robertbrooke.com/chair-glides-tips/plastic-chair-tips/plastic-round-chair-tips/plastic-chair-tips-round-tubing-7-8-o-d-x-13-16-i-d.html>

<http://www.patiofurnituresupplies.com/outside-diameter-flat-glide-p-304.html>

[http://www.webstaurantstore.com/chair-glide-for-bar-stools/964G301.html?utm\\_source=Google&utm\\_medium=cpc&utm\\_campaign=GoogleShopping&gclid=COntz6Lw6bsCFe3m7AodjBkAFw](http://www.webstaurantstore.com/chair-glide-for-bar-stools/964G301.html?utm_source=Google&utm_medium=cpc&utm_campaign=GoogleShopping&gclid=COntz6Lw6bsCFe3m7AodjBkAFw)

<http://www.installerstore.com/Plastic-Chair-Leg-Tips.html>

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Version: 2013.0.3462 / Virus Database: 3658/6976 - Release Date: 01/04/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Checks  
**Date:** Friday, January 03, 2014 9:04:43 AM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

Yes – thanks for the reminder.

---

**From:** Greg Gordon  
**Sent:** Friday, January 03, 2014 9:00 AM  
**To:** Gretchen Gordon  
**Subject:** Checks

When you head over to post the Council Meeting notice will you grab the things in my box and bring over, including paychecks?

Thank you.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3462 / Virus Database: 3658/6971 - Release Date: 01/02/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Christmas Card List - DRAFT  
**Date:** Friday, November 22, 2013 4:21:04 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)

---

I have made those changes. I believe that Mike still uses Thrive Press for our letterhead, etc.

---

**From:** Greg Gordon  
**Sent:** Friday, November 22, 2013 1:52 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Christmas Card List - DRAFT

Looks good, just a couple of things I saw.

You can delete Bridgestone Golf, Highland Golf and Thrive Press (unless someone else uses them). We really don't work with these companies anymore.

Also Lone Peak High School still had Chip Koop as the principal instead of Rhonda Bromley who is now in that position. Thanks for adding Sherri and Jill also.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Friday, November 22, 2013 1:46 PM  
**To:** Charl Louw; David Bunker; Chandler Goodwin; Greg Gordon; Jeffrey Maag; Daniel Zappala; Gary Gygj; Jenney Rees; Scott Jackman; Stephanie Martinez; Trent Augustus  
**Subject:** Christmas Card List - DRAFT

Please review the Christmas card list that is attached. I have tried to divide the names by group to make it a little easier to update. I am going to try to mail out card the first week in December, so please let me know if you have additions/deletions.

Gretchen Gordon  
Executive Assistant/Human Resources

801-785-9668 x102



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Version: 2013.0.3426 / Virus Database: 3629/6856 - Release Date: 11/21/13

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** RE: Corporate Pass  
**Date:** Thursday, April 04, 2013 11:26:55 AM  
**Attachments:** [image001.png](#)

---

Thanks for the info. We currently have 7 corporate passes that are in affect.

---

**From:** David Bunker  
**Sent:** Thursday, April 04, 2013 11:11 AM  
**To:** Greg Gordon; Wade Doyle  
**Subject:** Corporate Pass

Wade,

Just wanted to make sure you are aware of the corporate passes currently in use for the golf course. In particular, the pass for Konrad Hildebrant and family will expire on April 30, 2013. By the way, how many corporate passes do we have that are active?

Thanks

DAVID H. BUNKER  
CITY MANAGER/CITY ENGINEER  
CITY OF CEDAR HILLS



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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Cottages HOA Bi-Annual Meeting  
**Date:** Monday, October 28, 2013 7:49:38 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image004.png](#)  
[image007.png](#)  
[image008.png](#)

---

Pete Karp kept calling and you weren't there, so I asked Natalie if she was going to be handling those requests or if you were. She said that she wasn't sure, so she just took care of it.

---

**From:** Greg Gordon  
**Sent:** Monday, October 28, 2013 7:48 AM  
**To:** Gretchen Gordon  
**Subject:** RE: Cottages HOA Bi-Annual Meeting

Quick question, why did you send this to me and then suddenly send it to Natalie to take care of it instead??

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, October 28, 2013 7:29 AM  
**To:** PETER KARP; Natalie Scott  
**Cc:** Greg Gordon; Mike Carson; David Bunker  
**Subject:** RE: Cottages HOA Bi-Annual Meeting

Natalie – Thanks for taking care of this scheduling for Pete for the Cottages HOA. (Pete – You are right, Natalie does a great job!)

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** PETER KARP [REDACTED]  
**Sent:** Friday, October 25, 2013 4:37 PM  
**To:** Natalie Scott  
**Cc:** Gretchen Gordon; Greg Gordon; Mike Carson  
**Subject:** Re: Cottages HOA Bi-Annual Meeting

Hi Natalie,

It was a pleasure talking with you on the phone and thank you for making some adjustments in order to provide for our meeting needs. I will complete the Usage Request form and have our HOA Treasurer stop in with the payment. Once again, thanks for your help and friendly attitude in dealing with this matter. Sounds like the City has made a good choice in hiring you!

Pete

----- Original Message -----

**From:** [Natalie Scott](#)  
**To:** [REDACTED]  
**Cc:** [Gretchen Gordon](#) ; [Greg Gordon](#) ; [Mike Carson](#)  
**Sent:** Friday, October 25, 2013 4:23 PM  
**Subject:** RE: Cottages HOA Bi-Annual Meeting

Pete,

Sorry about the confusion. We have scheduled you for Thurs. Nov. 7<sup>th</sup> from 6-8 pm for your HOA meeting. I will put you in the Vista Room West at the Conference Room Rate of \$30 and hour because of the mix-up on our end. I have attached the Usage Request Form. You can bring that

with your payment into our office.

Thank you and enjoy the view!

Natalie Scott  
Events Manager  
801-785-9668 x300  
801-380-7837 cell



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**From:** Gretchen Gordon  
**Sent:** Friday, October 25, 2013 3:16 PM  
**To:** Natalie Scott  
**Subject:** FW: Letter from our Attorney  
**Importance:** High

---

**From:** PETER KARP [REDACTED]  
**Sent:** Friday, October 25, 2013 3:12 PM  
**To:** Gretchen Gordon  
**Cc:** Greg Gordon; Mike Carson  
**Subject:** Re: Letter from our Attorney  
**Importance:** High

Now I'm concerned. I reserved that room on September 9 and have notified all of our

homeowners of the meeting time and place. Please have someone call me ASAP to confirm that you have a meeting space on that date and time (Thursday, November 7 at 6:00 pm.) so I can again notify our homeowners of a change.

Thanks,  
Pete  
801-785-3399

----- Original Message -----

**From:** [Gretchen Gordon](#)  
**To:** [REDACTED]  
**Cc:** [Greg Gordon](#) ; [Mike Carson](#)  
**Sent:** Friday, October 25, 2013 3:07 PM  
**Subject:** RE: Letter from our Attorney

We aren't going to be scheduling meetings here any longer. Your meeting would need to be scheduled in the new conference room at the Recreation Center. For staffing, we need to hold meetings there instead of here. You will have an awesome view too! If you have some time, you are welcome to go over and walk through the room - it has great amenities and should be very comfortable for your group.

Sorry, I should have clarified that in my last e-mail.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** PETER KARP [REDACTED]  
**Sent:** Friday, October 25, 2013 3:05 PM  
**To:** Gretchen Gordon  
**Subject:** Re: Letter from our Attorney

Gretchen, we actually reserved the small conference room just to the north of where Mike Carson works. I reserved that room with Catherine on September 9, she was at the front desk when I called. Does the Rec Director handle that meeting room too?

----- Original Message -----

**From:** [Gretchen Gordon](#)  
**To:** [REDACTED]  
**Cc:** [Greg Gordon](#)  
**Sent:** Friday, October 25, 2013 3:01 PM  
**Subject:** RE: Letter from our Attorney

Pete - I'm going to forward this to the Recreation Director who's department will be handling all of the scheduling for the Recreation Center. They can send you the form and get you on the schedule.

Let me know if you need further help.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** PETER KARP [REDACTED]  
**Sent:** Friday, October 25, 2013 2:58 PM  
**To:** Gretchen Gordon  
**Subject:** Re: Letter from our Attorney

Hi Gretchen,

Our HOA meeting is scheduled for Thursday, November 7. It will start at 6:00 pm and should be over no later than 8:00 pm. Do you have a cost for us yet? Will we get a bill then can pay it later or how will it work? Please let me know.

Thanks, and have a GREAT weekend!  
Pete

----- Original Message -----

**From:** [Gretchen Gordon](#)  
**To:** [REDACTED]  
**Sent:** Friday, September 20, 2013 1:11 PM  
**Subject:** RE: Letter from our Attorney

Pete - Here is the electronic version of David's response, based on our attorney's direction. I mailed an original off today as well.

As far as the staff fee, it will likely be \$30/hour, but we are still working on the specific details of the policy. I will forward it off to you once it has been finalized. Thanks for always being patient with our crazy schedules - we really do appreciate working with you.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** PETER KARP [REDACTED]  
**Sent:** Thursday, September 19, 2013 5:52 PM  
**To:** Gretchen Gordon  
**Subject:** Re: Letter from our Attorney

Hi Gretchen,

Thanks for getting back to me on this issue regarding [REDACTED]. We will watch for the City's reply.

Our next HOA meeting is scheduled for Thursday, November 7. We are planning to start at 6:00pm and the meetings usually last about 1 1/2 hours. Let me know what the staff fee would be for that time.

Pete

----- Original Message -----

**From:** [Gretchen Gordon](#)  
**To:** [REDACTED]  
**Sent:** Thursday, September 19, 2013 2:53 PM  
**Subject:** RE: Letter from our Attorney

I believe that David has received some information from our attorney that he is reviewing regarding [REDACTED]. He is wanting to get a response to the HOA before the end of the week. I will try to follow-up with him to get some information over to you.

Also, the City Council just recently reviewed the policy allowing HOAs, and other not-for-profit groups, to use City facilities for their meetings. The conclusion was that the City needs to ensure that if the buildings are being used "after hours" that a staff member must be present for the duration. This is appropriate for security purposes and best practices.

We currently don't have a method to subsidize that expense so we will likely be asking these types of groups to pay a fee to cover staffing. The typical fee for use of the building will still be waived, but staff time must be covered. In the past, we have allowed your HOA to use the City's conference room at no cost, and without a staff member present, but that will likely not continue. I believe that you guys have a meeting scheduled in the next few months, so that may need to be reviewed. What was the date of your next meeting?

Gretchen Gordon

Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** PETER KARP [REDACTED]  
**Sent:** Thursday, August 08, 2013 8:03 AM  
**To:** Gretchen Gordon  
**Subject:** Re: Letter from our Attorney

Good Morning Gretchen,

How are you doing on getting my meeting with David scheduled?

Pete

----- Original Message -----

**From:** [Gretchen Gordon](#)  
**To:** [REDACTED]  
**Sent:** Thursday, August 01, 2013 8:11 AM  
**Subject:** RE: Letter from our Attorney

That's just what I needed. Since the HOA attorney send this letter, our internal protocol is for the City's attorney to review any legal correspondence. We wanted to provide all of the documents that may be relevant to the notice.

THANKS,

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** PETER KARP [REDACTED]  
**Sent:** Wednesday, July 31, 2013 6:46 PM  
**To:** Gretchen Gordon  
**Subject:** Re: Letter from our Attorney

[REDACTED]

Pete

----- Original Message -----

**From:** [Gretchen Gordon](#)  
**To:** [REDACTED]  
**Sent:** Wednesday, July 31, 2013 5:05 PM  
**Subject:** RE: Letter from our Attorney

Could you forward me a copy of your recorded CC&Rs? Or you can give me the

Book/Page number that is from the County Recorder's Office stamp when they were recorded and I can search by that? The City doesn't typically maintain CC&Rs on file.

Thanks,

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** PETER KARP [REDACTED]  
**Sent:** Wednesday, July 31, 2013 3:38 PM  
**To:** Gretchen Gordon  
**Cc:** Mike Buckley  
**Subject:** Re: Letter from our Attorney

OK, thanks Gretchen.

----- Original Message -----

**From:** [Gretchen Gordon](#)  
**To:** [REDACTED]  
**Sent:** Wednesday, July 31, 2013 3:30 PM  
**Subject:** RE: Letter from our Attorney

It just arrived at our office on Monday. I will see what his schedule looks like in the

next week and let you know when he might be available.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** PETER KARP [REDACTED]  
**Sent:** Wednesday, July 31, 2013 2:15 PM  
**To:** Gretchen Gordon  
**Cc:** Mike Buckley  
**Subject:** Letter from our Attorney

Hi Gretchen,

When I saw you on July 11 at the City offices, I mentioned that our HOA attorney was in the process of sending David Bunker a letter regarding [REDACTED]

[REDACTED] I understand that the letter was sent on July 26. I would like to have a short meeting with David after the letter is received. Please let me know when a convenient time would be to meet.

Thanks for your time and I will be looking forward to hearing from you soon.

||| Pete

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Version: 2013.0.3392 / Virus Database: 3209/6558 - Release Date: 08/07/13

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Version: 2013.0.3408 / Virus Database: 3222/6680 - Release Date: 09/19/13

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Version: 2013.0.3426 / Virus Database: 3222/6779 - Release Date: 10/24/13

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Version: 2013.0.3426 / Virus Database: 3222/6779 - Release Date: 10/24/13

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Version: 2012.0.2242 / Virus Database: 3222/6280 - Release Date: 10/25/13

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Version: 2013.0.3426 / Virus Database: 3222/6785 - Release Date: 10/27/13

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Version: 2013.0.3426 / Virus Database: 3222/6786 - Release Date: 10/27/13

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** RE: Course and meeting  
**Date:** Wednesday, March 06, 2013 3:13:03 PM

---

Carts are going to be awesome

---

**From:** David Bunker  
**Sent:** Wednesday, March 06, 2013 1:54 PM  
**To:** Wade Doyle  
**Subject:** RE: Course and meeting

Lets get together Friday Morning. I have some time at 9:00. I will plan on coming over to the pro shop.

Thanks

BTW, how do the carts look?

---

**From:** Wade Doyle  
**Sent:** Wednesday, March 06, 2013 1:40 PM  
**To:** David Bunker  
**Subject:** Course and meeting

David we are looking to open the course on Monday the 11<sup>th</sup> at 9am weather permitting. I am bringing my staff in on Friday afternoon for training. I need to meet with you this week for a few minutes to discuss some things. I am busy tomorrow morning with the carts and Friday afternoon with training but available any other time if you want to meet here we can.

Thanks,

Wade

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Brian Cloud](#)  
**Subject:** RE: Defibrillator  
**Date:** Tuesday, November 05, 2013 12:02:02 PM  
**Attachments:** [image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

Brian said that his was beeping too. If you can bring them over here, I will check to see what we need to do. Not sure if I have spare batteries or if I will need to order them. Would you get Brian's also and I will get them both taken care of?

Thanks,

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Tuesday, November 05, 2013 10:50 AM  
**To:** Gretchen Gordon  
**Subject:** Defibrillator

Ours is beeping, any idea how to get a new battery or fix this??

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



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Version: 2013.0.3426 / Virus Database: 3222/6809 - Release Date: 11/04/13

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** RE: Doug Slade  
**Date:** Friday, August 01, 2014 1:47:00 PM  
**Attachments:** [image001.png](#)

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I talked to Doug Slade 3 times about his program. The last time I talked he explained how he will double our groups or tee times filled. However he explained we only receive half the money for the tee time and he collects his portion. By doing this we will have to double ALL of our tee times to make the same revenue. Makes no sense to me that we have all the overhead and he collects revenue-- play goes up but revenue goes down.....

---

**From:** David Bunker  
**Sent:** Friday, August 01, 2014 1:21 PM  
**To:** Greg Gordon; Wade Doyle  
**Subject:** Doug Slade

Greg and Wade

Doug Slade came in to visit with the Mayor last week and suggested the CH golf club participate in his program. Please look at [REDACTED]

[REDACTED] this?

Thanks

DAVID H. BUNKER  
CITY MANAGER/CITY ENGINEER  
CITY OF CEDAR HILLS



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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: FF Committee  
**Date:** Friday, November 08, 2013 10:19:28 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)

---

We typically have about 20% that don't come, so we should be good.

---

**From:** Greg Gordon  
**Sent:** Friday, November 08, 2013 10:17 AM  
**To:** Gretchen Gordon  
**Subject:** RE: FF Committee

Daryl Acumen fell out and didn't participate. Madee Proffit was actually gone the week of the event so her Mom actually did all the work (so make sure her date is her Mom).

Everyone else is right on. That's going to be a lot of people 😊.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Friday, November 08, 2013 10:01 AM  
**To:** Greg Gordon  
**Subject:** FF Committee

I pulled this list from last year's shirt orders for FF – does this look like everybody who was on the committee? We have been debating whether to include them in the Christmas Party and we have decided to send them an invite.

Jerianne Conroy  
Keith Irwin  
Melissa Willie  
Daryl Acumen  
Madee Proffit

Angji Branch  
Shannon Payne  
Joe Phelon  
Ben Cahoon  
Rob Olsen  
Michael Stuy  
Angela Johnson

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3426 / Virus Database: 3222/6818 - Release Date: 11/07/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: FF Committee  
**Date:** Tuesday, December 03, 2013 9:16:00 AM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

Do you have an e-mail for Angji Branch?

---

**From:** Greg Gordon  
**Sent:** Tuesday, December 03, 2013 8:55 AM  
**To:** Gretchen Gordon  
**Subject:** FF Committee

Here's the list we have on dropbox

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3426 / Virus Database: 3629/6886 - Release Date: 12/02/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [David Bunker](#)  
**Subject:** RE: First Aid Kit  
**Date:** Friday, October 18, 2013 2:13:15 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)  
[image005.png](#)

---

David has one very small kit that we can put in Jill's closet. This should cover anytime when a staff member is not in the building. I'll drop it off later.

---

**From:** Greg Gordon  
**Sent:** Friday, October 18, 2013 2:04 PM  
**To:** David Bunker; Gretchen Gordon  
**Subject:** RE: First Aid Kit

We have one in the janitorial closet that is typically shut and locked upstairs for people to use, in the winter however we won't have staff here when some classes are taking place early and late. They also don't have a key to get in there, however I think we could get a cheap one and put it inside the closet in the fitness room that they can access anytime an emergency arises. Just trying to think outside the box to help them when something like that happens and they can't access our building one.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** David Bunker  
**Sent:** Friday, October 18, 2013 2:00 PM  
**To:** Greg Gordon; Gretchen Gordon  
**Subject:** RE: First Aid Kit

Greg,

You have a first aid kit available. Are you wanting an additional one down stairs? If so, where would you put it. In public places, it is hard to put them where they are accessible but also controlled.

David

---

**From:** Greg Gordon  
**Sent:** Friday, October 18, 2013 1:27 PM  
**To:** Gretchen Gordon  
**Cc:** David Bunker  
**Subject:** First Aid Kit

I wonder if maybe we could get a small first aid kit to put downstairs for fitness classes. Last night a little girl cut herself on a corner of one of the beams I guess and Mayor Gygi found her a band aid, but it might not be a bad idea to get a kit and put it in the closet for emergencies in the future???

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3408 / Virus Database: 3222/6760 - Release Date: 10/17/13

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** RE: Flags to Half Staff From Sunrise Until Noon  
**Date:** Friday, May 24, 2013 4:01:55 PM

---

I will I have already talked to greg to get a key

---

**From:** David Bunker  
**Sent:** Friday, May 24, 2013 12:29 PM  
**To:** Wade Doyle  
**Cc:** Greg Gordon  
**Subject:** FW: Flags to Half Staff From Sunrise Until Noon

Wade,  
Will you make sure the flags are half staff on Monday at the clubhouse?  
Thanks  
David

---

**From:** Mike Carson  
**Sent:** Friday, May 24, 2013 8:17 AM  
**To:** David Bunker; Lone Peak Fire District; Wade Doyle; Daniel Zappala; Gary Gygi; Jenney Rees; Scott Jackman; Stephanie Martinez; Trent Augustus  
**Subject:** FW: Flags to Half Staff From Sunrise Until Noon

Please fly flags at half staff on Monday, May 27, until noon for Memorial Day. (See below)

**Mike Carson**  
*Front Desk*  
City of Cedar Hills  
10246 N Canyon Road  
Cedar Hills UT 84062  
801-785-9668 ext. 100  
Fax: 801-796-3543  
[frontdesk@cedarhills.org](mailto:frontdesk@cedarhills.org)

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---

**From:** American Flagpole & Flag Co. [<mailto:> [REDACTED]] **On Behalf Of** American Flagpole & Flag Co.  
**Sent:** Friday, May 24, 2013 7:38 AM  
**To:** Mike Carson  
**Subject:** Flags to Half Staff From Sunrise Until Noon

..

## Fly the American Flag at Half Staff on Monday 5/27/2013 from Sunrise Until Noon for Memorial Day

### EXCERPT FROM THE US FLAG CODE

#### Section 7.M

The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. Click here to see the entire [US Flag Code](#)....

### Help Spread Patriotism

## Add the Half Staff Flag Widget to Your Website or Blog

This half staff American flag widget will automatically display the American Flag at half staff on the days that it is appropriate to fly the flag at half staff. It will also give the reason why the flag is at half staff.

- Shows your patriotism
- Proudly displays the United States Flag
- Current date and time is displayed for your visitors.
- It's FREE

[AFlag.com](#)  
[Register Now](#)  
[About Us](#)  
[Flag Ettiquette](#)  
[Flag Code](#)

## Got High Winds?

Be sure to check out our Tough-Tex polyester US flags.



Show your pride only fly [American flags](#) made in the USA! We only sell American Flags that are manufactured to the [EMAA](#) standards.

## Tangle Free Flag Set

-

Makes a Great  
Father's Day Gift!



Simply copy the following code onto your website or blog.

```
<div id="aFlag_Widget"><div id="hf_alert"></div><div id="aflag_link" ><a href="http://www.aflag.com">American Flags</a></div><script type="text/javascript" src="http://www.aflag.com/widget/flagJS.asp"></script></div>
```

For more information visit [www.halfstaff.org](http://www.halfstaff.org)

## OTHER WAYS TO OBSERVE MEMORIAL DAY

The "Memorial" in Memorial Day has been ignored by too many of us who are beneficiaries of those who have given the ultimate sacrifice. Often we do not observe the day as it should be, a day where we actively remember our ancestors, our family members, our loved ones, our neighbors, and our friends who have given the ultimate sacrifice:

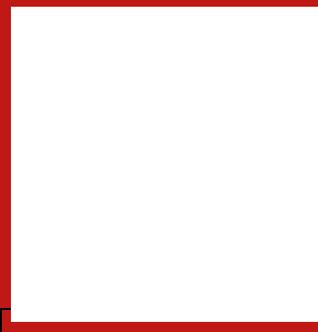
- by visiting cemeteries and placing flags or flowers on the graves of our fallen heroes.
- by visiting memorials.
- by flying the U.S. Flag at half-staff until noon.
- by flying the 'POW/MIA Flag' as well (Section 1082 of the 1998 Defense Authorization Act).
- by participating in a "National Moment of Remembrance": at 3 p.m. to pause and think upon the true meaning of the day, and for Taps to be played.
- by renewing a pledge to aid the widows, widowers, and orphans of our fallen dead, and to aid the disabled veterans.

**The American flag does not belong to any one political party,**



Looking for a gift any father would be sure to enjoy? Check out our [Spinning Flag Set](#) - NOT AVAILABLE IN STORES.

## Solar Flagpole Light



Introducing the latest and greatest solar flagpole light. This 100 Lux solar light will illuminate up to 25 feet away and last for up to 12 hours. [Click here](#) for more details.

nor does it represent any one political view. The American flag belongs to all the people of the United States.

Sincerely,

Matt Knowlan  
American Flagpole and Flag Co.

**FREE  
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We will ship both Nyl-Glo® nylon and Tough-Tex® Polyester flag orders over \$50 for free.

Visit [AFlag.com](http://AFlag.com) to view all of our products.

**Offer Expires: 5/31/13**

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[Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).  
American Flagpole and Flag Co. | 3546 Lake Elmo Ave. | Suite #3 | Lake Elmo | MN | 55042

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Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2012.0.2242 / Virus Database: 3184/5852 - Release Date: 05/23/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Gliders  
**Date:** Tuesday, December 31, 2013 4:10:49 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

They are ridiculous. Sometimes going with the lowest price means....you get what you pay for. What are the dimensions of the gliders? Bring one over and I can do some searching for something that may work. There should be something on the internet....I wouldn't think Home Depot or Lowes would have them.

---

**From:** Greg Gordon  
**Sent:** Tuesday, December 31, 2013 4:05 PM  
**To:** Natalie Scott  
**Cc:** Gretchen Gordon  
**Subject:** FW: Gliders

FYI, I've been calling Affordable Seating and really letting them know of our displeasure in not being able to get chair gliders from them and this is the email I received back today from them. I'm disappointed but it looks like we'll need to do some shopping on our own to find replacement glides (and remember not to purchase anything from them again).

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Sales - Affordable Seating [REDACTED]  
**Sent:** Tuesday, December 31, 2013 9:02 AM  
**To:** Greg Gordon  
**Subject:** Gliders

Hi Greg,

The reason we cannot provide the glider is we simply do not make any extra.  
Please try at Lowes or Home Depo.

Regards  
Susana Wochinsky

**Affordable Seating, LLC**



---

No virus found in this message.

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Version: 2013.0.3462 / Virus Database: 3658/6963 - Release Date: 12/31/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Goals  
**Date:** Thursday, October 31, 2013 2:51:17 PM  
**Attachments:** [FY14 Employee Goals Recreation.pdf](#)  
[image001.png](#)  
[image004.png](#)

---

---

**From:** Greg Gordon  
**Sent:** Thursday, October 31, 2013 2:35 PM  
**To:** Gretchen Gordon  
**Subject:** Goals

David mentioned yesterday that you were supposed to have sent us our department staff's goals from July's evals. Can you please send them to me or let me know where I can access them?

Thanks.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3426 / Virus Database: 3222/6795 - Release Date: 10/30/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Goals  
**Date:** Tuesday, November 05, 2013 10:29:38 AM  
**Attachments:** [image004.png](#)  
[image008.png](#)  
[image009.png](#)  
[image011.png](#)  
[image012.png](#)

---

Do you need goals for your part-time employees or were you able to get those from them? Let me know and I can scan them for you.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Thursday, October 31, 2013 2:58 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Goals

That's fine. I'd just like to have a copy of all of them so I can follow up. Full time is great for now so I can start to review where they're at.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Thursday, October 31, 2013 2:57 PM  
**To:** Greg Gordon  
**Subject:** RE: Goals

David only had me do the full-time employees. I can scan a copy if you don't have a copy of them. I would have to wait until Monday because David is already gone and they are locked in his office.

---

**From:** Greg Gordon  
**Sent:** Thursday, October 31, 2013 2:56 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Goals

Do you also have Laurie and Nicole's by chance?

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Thursday, October 31, 2013 2:51 PM  
**To:** Greg Gordon  
**Subject:** RE: Goals

---

**From:** Greg Gordon  
**Sent:** Thursday, October 31, 2013 2:35 PM  
**To:** Gretchen Gordon  
**Subject:** Goals

David mentioned yesterday that you were supposed to have sent us our department staff's goals from July's evals. Can you please send them to me or let me know where I can access them?

Thanks.

Greg Gordon  
*Recreation Director*

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Version: 2013.0.3426 / Virus Database: 3222/6795 - Release Date: 10/30/13

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Version: 2013.0.3426 / Virus Database: 3222/6795 - Release Date: 10/30/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Goals  
**Date:** Thursday, November 07, 2013 10:51:33 AM  
**Attachments:** [image008.png](#)  
[image010.png](#)  
[image011.png](#)  
[image013.png](#)  
[image014.png](#)  
[image015.png](#)

---

Did you get the goals that I scanned and sent over to Laurie and Nicole?

Let me know if you need anything else.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Tuesday, November 05, 2013 10:50 AM  
**To:** Gretchen Gordon  
**Subject:** RE: Goals

If you can send them that would be great.

Thanks.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Tuesday, November 05, 2013 10:30 AM  
**To:** Greg Gordon  
**Subject:** RE: Goals

Do you need goals for your part-time employees or were you able to get those from them? Let me know and I can scan them for you.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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*Recreation Director*

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Greg Gordon  
*Recreation Director*

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**Sent:** Thursday, October 31, 2013 2:35 PM  
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*Recreation Director*

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Version: 2013.0.3426 / Virus Database: 3222/6795 - Release Date: 10/30/13

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Version: 2013.0.3426 / Virus Database: 3222/6795 - Release Date: 10/30/13

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Version: 2013.0.3426 / Virus Database: 3222/6809 - Release Date: 11/04/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Goals  
**Date:** Thursday, October 31, 2013 2:57:00 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)  
[image007.png](#)

---

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Greg Gordon  
*Recreation Director*

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*Recreation Director*

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Version: 2013.0.3426 / Virus Database: 3222/6795 - Release Date: 10/30/13

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No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3426 / Virus Database: 3222/6795 - Release Date: 10/30/13

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Greg Gordon](#)  
**Subject:** RE: Golf Raffles  
**Date:** Wednesday, June 05, 2013 1:12:21 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)

---

We do offer Jr 5 day passes for \$500 and we also offer punch cards at a good rate. [REDACTED] has come in with [REDACTED] and I have mentioned the punch card rates because they were not interested in season passes. Once the new system is 100% and all bugs are worked out we have already put into place a plan to blast the slower days and hours to fill in those spots and increase rounds. I do like the way you are thinking on the blast days to promote the open areas of play.

---

**From:** David Bunker  
**Sent:** Tuesday, June 04, 2013 6:25 PM  
**To:** Greg Gordon; Wade Doyle  
**Subject:** RE: Golf Raffles

I have to echo Gregs thoughts. It went really well and everyone had a great time. The course looked fantastic and played well. I took the opportunity to ask the non-staff players with us what, if anything, they would change. Nothing on the course was the reply. Its great.

The only considerations they mentioned were to add a value pack for junior players. If we could get a really good deal on a junior pass we could maybe entice parents or adult tickets to be sold as well. That and a womens league.

The other item was to offer a punch pass that is a good deal. I thought we had one? Maybe people just don't know about it. Rob mentioned to offer quickie deals if the course is not booked. In other words, send out an email on the slow days/times Mon-Thurs that says, "if you book and play in the next half hour, the cost is only \$15 with cart" or something like that? I wanted to get your thoughts on that.

Anyway, thanks so much!  
David

---

**From:** Greg Gordon  
**Sent:** Tuesday, June 04, 2013 4:18 PM  
**To:** Wade Doyle  
**Cc:** David Bunker  
**Subject:** RE: Golf Raffles

You guys did awesome today, I can't thank you enough. I thought it was the best to date, I love the idea of moving old product as well. It only gets better and better every year with your involvement. We've got an entire year to start working on things for next year's event also, after how great today was people want better next year. Please thank your staff because they all did a great job, hopefully financially it will end up being a great day for the course as well.

Thank you for all your efforts with the tournaments Wade and for getting that sponsorship

from Biotech to offset those costs.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Wade Doyle  
**Sent:** Tuesday, June 04, 2013 3:42 PM  
**To:** Greg Gordon  
**Cc:** David Bunker  
**Subject:** Golf Raffles

Hey just to let you both know I raffled off mostly the old merchandise out of the shop that had such a low cost and we would never sale so it was time to let it go. The other thing is I got the golf bag and nike driver at cost total for both at \$149. I convinced my sponsor biotech to put in \$600 which was plenty to cover the expense of all the raffle merchandise and have some left over. Thanks for supporting us today and helping out with the tourney.

Wade

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Help  
**Date:** Monday, October 21, 2013 2:44:46 PM  
**Attachments:** [Athletics Events Guide.xlsx](#)  
[image001.png](#)  
[image007.png](#)  
[image009.png](#)  
[image010.png](#)  
[image012.png](#)

---

Is this OK?

---

**From:** Greg Gordon  
**Sent:** Monday, October 21, 2013 2:14 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Help

Check this out, I think it looks good.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, October 21, 2013 2:14 PM  
**To:** Greg Gordon  
**Subject:** RE: Help

It's in Excel, so there wasn't a lot of flexibility, but I'll tweek it some more.

---

**From:** Greg Gordon  
**Sent:** Monday, October 21, 2013 2:13 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Help

I like it, we still want it to be known as Cedar Hills Recreation and just have their logo's on their showing their support behind us. It would be cool to somehow get that on there still , but this looks great.

Thanks.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, October 21, 2013 2:00 PM  
**To:** Greg Gordon  
**Subject:** RE: Help

Not sure how you wanted it to look, but I just put them on here. Let me know if you want something different.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Monday, October 21, 2013 12:41 PM  
**To:** Gretchen Gordon  
**Subject:** Help

Could you possibly look at this and see if you can find a way to make this guide work with all 3 of our logos on there? I would take me forever. If you can't not a huge deal.

Thanks.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3408 / Virus Database: 3222/6768 - Release Date: 10/21/13

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Version: 2013.0.3408 / Virus Database: 3222/6768 - Release Date: 10/21/13

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No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3408 / Virus Database: 3222/6768 - Release Date: 10/21/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Help  
**Date:** Monday, October 21, 2013 2:13:52 PM  
**Attachments:** [image001.png](#)  
[image007.png](#)  
[image009.png](#)  
[image011.png](#)

---

It's in Excel, so there wasn't a lot of flexibility, but I'll tweak it some more.

---

**From:** Greg Gordon  
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**To:** Gretchen Gordon  
**Subject:** RE: Help

I like it, we still want it to be known as Cedar Hills Recreation and just have their logo's on their showing their support behind us. It would be cool to somehow get that on there still , but this looks great.

Thanks.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, October 21, 2013 2:00 PM  
**To:** Greg Gordon  
**Subject:** RE: Help

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Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Thanks.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



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Version: 2013.0.3408 / Virus Database: 3222/6768 - Release Date: 10/21/13

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3408 / Virus Database: 3222/6768 - Release Date: 10/21/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Help  
**Date:** Monday, October 21, 2013 1:59:51 PM  
**Attachments:** [Copy of Athletics Events Guide.xlsx](#)  
[image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

Not sure how you wanted it to look, but I just put them on here. Let me know if you want something different.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Thanks.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3408 / Virus Database: 3222/6768 - Release Date: 10/21/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Help  
**Date:** Monday, October 21, 2013 2:52:02 PM  
**Attachments:** [image001.png](#)  
[image007.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)

---

I printed some out for this office.

---

**From:** Greg Gordon  
**Sent:** Monday, October 21, 2013 2:47 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Help

Looks great, thank you. I'm print some out and put in the front. Can you also print some out there and post in front for me? I've attached the pdf version.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, October 21, 2013 2:45 PM  
**To:** Greg Gordon  
**Subject:** RE: Help

Is this OK?

---

**From:** Greg Gordon  
**Sent:** Monday, October 21, 2013 2:14 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Help

Check this out, I think it looks good.

Greg Gordon

*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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**To:** Greg Gordon  
**Subject:** RE: Help

It's in Excel, so there wasn't a lot of flexibility, but I'll tweek it some more.

---

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**Subject:** RE: Help

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Thanks.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, October 21, 2013 2:00 PM  
**To:** Greg Gordon

**Subject:** RE: Help

Not sure how you wanted it to look, but I just put them on here. Let me know if you want something different.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Thanks.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
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Version: 2013.0.3408 / Virus Database: 3222/6768 - Release Date: 10/21/13

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Version: 2013.0.3408 / Virus Database: 3222/6768 - Release Date: 10/21/13

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Version: 2013.0.3408 / Virus Database: 3222/6768 - Release Date: 10/21/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Herb Wilkinson  
**Date:** Wednesday, November 13, 2013 4:25:33 PM  
**Attachments:** [image001.png](#)  
[image005.png](#)  
[image007.png](#)

---

The plaque is hanging in the lobby of the City office.

---

**From:** Greg Gordon  
**Sent:** Wednesday, November 13, 2013 4:25 PM  
**To:** Gretchen Gordon  
**Subject:** FW: Herb Wilkinson

Do you know anything about this??

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



**From:** Jenney Rees [REDACTED]  
**Sent:** Wednesday, November 13, 2013 4:07 PM  
**To:** Greg Gordon  
**Subject:** Re: Herb Wilkinson

Gretchen has it. :)

On Nov 13, 2013 3:26 PM, "Greg Gordon" <[GGordon@cedarhills.org](mailto:GGordon@cedarhills.org)> wrote:  
Mr. Wilkinson was in today and asked about a plaque that is supposed to be hung somewhere with the past Cedar Hills champions?? I thought I'd at least send you an email to see if you knew anything about it so if he asked us in the future we could direct him to it, he seemed pretty excited that his name was going to be on there as a past champion.

Thought you should know.

Thanks.

Greg Gordon

*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
 [\(801\) 785-9668 ext. 601](tel:(801)785-9668)



---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3426 / Virus Database: 3222/6831 - Release Date: 11/12/13

**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** RE: Ian Baker W2  
**Date:** Tuesday, January 21, 2014 9:46:54 AM  
**Attachments:** [image001.png](#)

---

I just verified with Chandler that he has an address in [REDACTED] for future correspondence for Ian Baker.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Wade Doyle  
**Sent:** Friday, January 17, 2014 3:49 PM  
**To:** Gretchen Gordon  
**Subject:** Ian Baker W2

Hey Gretchen I am just checking for Ian that his W2 will be mailed to his [REDACTED] address.  
Thanks so much,

Wade

---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3462 / Virus Database: 3681/7008 - Release Date: 01/16/14

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** RE: Jacket  
**Date:** Thursday, February 20, 2014 10:20:47 AM

---

Yes we are open but the cold weather keeps the golfers away

---

**From:** David Bunker  
**Sent:** Thursday, February 20, 2014 10:20 AM  
**To:** Wade Doyle  
**Subject:** RE: Jacket

thanks. I will swing over and see how things are going. Open to day?

---

**From:** Wade Doyle  
**Sent:** Thursday, February 20, 2014 10:19 AM  
**To:** David Bunker  
**Subject:** Jacket

PS I have a large size jacket here for you in orange.

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#); [Jeffrey Maag](#)  
**Cc:** [Natalie Scott](#)  
**Subject:** RE: Janitorial in Rec. Building  
**Date:** Wednesday, November 06, 2013 8:19:29 AM  
**Attachments:** [image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

Did you speak with Daniel yet? When he stopped in last week he indicated that she WAS cleaning the basement and addition. Hope we can get to the bottom of it and make sure that we are getting what we pay for. When I sent the updated contract to Melody, I asked her to contact me to confirm receipt and make sure that our dates would work with the construction. I never heard anything back from her.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Tuesday, November 05, 2013 2:22 PM  
**To:** Jeffrey Maag; Gretchen Gordon  
**Cc:** Natalie Scott  
**Subject:** Janitorial in Rec. Building

Whenever you receive a bill for the janitorial for the Rec. Center we need to check to make sure they haven't been charging us for janitorial for the construction areas. Gabriella has yet to clean our offices and/or the basement (that we could tell). We have left her numerous emails to come out so we can show her what need to be done but haven't had any luck to date. I'll contact Daniel today so he's aware of this, but just wanted to make sure we don't pay for something that isn't getting done. Since it's the first of the new month hopefully she'll start after we contact them, but we'll see this week for sure.

FYI.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3426 / Virus Database: 3222/6809 - Release Date: 11/04/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Brenda Shuman](#)  
**Subject:** RE: Key for Chad  
**Date:** Thursday, January 16, 2014 2:19:55 PM  
**Attachments:** [image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

I had the locksmith make an "O" key for Chad so that he can access the areas that are needed at the Recreation Center.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Tuesday, January 07, 2014 5:11 PM  
**To:** Gretchen Gordon  
**Subject:** Key for Chad

Chad has an E key that doesn't allow him to get to a lot of the places he needs to get to. Do you have an extra O key that you could give to him possibly?

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3462 / Virus Database: 3658/6981 - Release Date: 01/06/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Brenda Shuman](#)  
**Subject:** RE: Lights in Cart Maintenance Area  
**Date:** Tuesday, April 08, 2014 3:44:35 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image007.png](#)  
[image009.png](#)

---

It may have fallen through the cracks if Brenda doesn't create a work order – I let her know so hopefully it will be taken care of soon.

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Tuesday, April 08, 2014 3:43 PM  
**To:** Gretchen Gordon  
**Cc:** Brenda Shuman  
**Subject:** RE: Lights in Cart Maintenance Area

The PW know about these lights, they've been out for weeks and we've shown them a couple of times already. I've shown Chad, TJ, and Mackay

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)

(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Tuesday, April 08, 2014 3:40 PM  
**To:** Greg Gordon  
**Cc:** Brenda Shuman  
**Subject:** Lights in Cart Maintenance Area

FYI - While I was downstairs assessing the exits for the evacuation plan, Donald Halvo mentioned that they had some light bulbs that were burned out. He also asked if it was possible to add an additional light over the work bench – I have given both of these requests to PW.

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

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Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3462 / Virus Database: 3722/7313 - Release Date: 04/07/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Meeting with Avanyu HOA Members  
**Date:** Wednesday, March 19, 2014 9:05:51 AM

---

Thanks.

---

**From:** Greg Gordon  
**Sent:** Wednesday, March 19, 2014 9:05 AM  
**To:** Gretchen Gordon  
**Subject:** RE: Meeting with Avanyu HOA Members

I'll have the ladies make one up for it.

Greg Gordon

*Community Services Director*

City of Cedar Hills

[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)

(801) 785-9668 ext. 601

[<< OLE Object: Picture \(Device Independent Bitmap\) >>](#)

---

**From:** Gretchen Gordon  
**Sent:** Wednesday, March 19, 2014 9:04 AM  
**To:** Greg Gordon  
**Subject:** RE: Meeting with Avanyu HOA Members

Should I bring over a directional sign or do you have one that you can put up? I don't want people to be confused about where it is held.

Let me know.

-----Original Appointment-----

**From:** Greg Gordon  
**Sent:** Wednesday, March 19, 2014 8:57 AM  
**To:** Gretchen Gordon  
**Subject:** Accepted: Meeting with Avanyu HOA Members  
**When:** Wednesday, March 19, 2014 5:00 PM-6:00 PM (UTC-07:00) Mountain Time (US & Canada).  
**Where:**

-----

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3462 / Virus Database: 3722/7216 - Release Date: 03/19/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Meeting with Avanyu HOA Members  
**Date:** Wednesday, March 19, 2014 9:04:18 AM

---

Should I bring over a directional sign or do you have one that you can put up? I don't want people to be confused about where it is held.

Let me know.

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**From:** Greg Gordon  
**Sent:** Wednesday, March 19, 2014 8:57 AM  
**To:** Gretchen Gordon  
**Subject:** Accepted: Meeting with Avanyu HOA Members  
**When:** Wednesday, March 19, 2014 5:00 PM-6:00 PM (UTC-07:00) Mountain Time (US & Canada).  
**Where:**

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Meeting with Avanyu HOA Members  
**Date:** Wednesday, March 19, 2014 9:28:28 AM

---

Just put "Avanyu HOA Meeting"

---

**From:** Greg Gordon  
**Sent:** Wednesday, March 19, 2014 9:15 AM  
**To:** Gretchen Gordon  
**Subject:** RE: Meeting with Avanyu HOA Members

What is their HOA called again so I can have her make a sign?

Greg Gordon

*Community Services Director*

City of Cedar Hills

[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)

(801) 785-9668 ext. 601

[<< OLE Object: Picture \(Device Independent Bitmap\) >>](#)

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**Where:**

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Version: 2013.0.3462 / Virus Database: 3722/7216 - Release Date: 03/19/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Memo's  
**Date:** Wednesday, October 30, 2013 4:06:26 PM  
**Attachments:** [Driving Range Memo.docx](#)  
[Resident Rate Memo.docx](#)  
[image001.png](#)  
[image004.png](#)

---

Here are some suggested changes – maybe review them to make sure they still meet the intent.

---

**From:** Greg Gordon  
**Sent:** Wednesday, October 30, 2013 3:54 PM  
**To:** Gretchen Gordon  
**Subject:** Memo's

Glance over these memos for the next meeting and see if they're too wordy or if I need to make any changes.

Thank you.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3426 / Virus Database: 3222/6792 - Release Date: 10/29/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#); [Brenda Shuman](#); [Jeffrey Maag](#)  
**Subject:** RE: Monitoring Adjustment  
**Date:** Monday, October 14, 2013 3:54:24 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)  
[image007.png](#)  
[image010.png](#)

---

Sounds great – we could use someone who is good to work with....not ADT, for sure.

---

**From:** Greg Gordon  
**Sent:** Monday, October 14, 2013 3:53 PM  
**To:** Gretchen Gordon; Brenda Shuman; Jeffrey Maag  
**Subject:** RE: Monitoring Adjustment

I just called Jane and talked to her, she's sending me over a contract via email. She said it was signed July of 2012. She is great to work with so anytime you need to call her she's always been helpful. As soon as she sends it to me I'll forward it over and copy Colleen also.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, October 14, 2013 3:35 PM  
**To:** Brenda Shuman; Jeffrey Maag; Greg Gordon  
**Subject:** RE: Monitoring Adjustment

Brenda was not able to find a copy of a contract with Armed Alert. David thought that since this was something that Jim started that there may be some documentation in his old files. Greg – Do you know where those files may be? If they are like most security companies, they probably have our original contract and it will automatically renew if we don't cancel, so it could be an old document.

We really need to track that down through our records and make sure that Colleen gets a copy of it. David wants to cancel our ADT service for the City Office and consolidate with Armed Alert. Let me know if I just need to call Jane (information down below) or if you can track down some documentation.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Brenda Shuman  
**Sent:** Monday, October 14, 2013 3:27 PM  
**To:** Jeffrey Maag  
**Cc:** Gretchen Gordon  
**Subject:** FW: Monitoring Adjustment

This is the company at the Rec. Center

Brenda Shuman  
Public Works/Building Department  
City of Cedar Hills  
(801) 785-9668 ext. 200  
[publicworks@cedarhills.org](mailto:publicworks@cedarhills.org)



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---

**From:** Greg Gordon  
**Sent:** Monday, October 14, 2013 3:18 PM  
**To:** Brenda Shuman  
**Subject:** FW: Monitoring Adjustment

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Jane de Luna [<mailto:jane@alarmcontrol.com>]  
**Sent:** Wednesday, April 10, 2013 4:20 PM  
**To:** Greg Gordon  
**Subject:** Monitoring Adjustment

I will be lowering the monitoring for Cedar Hills Golf Course to \$25 monthly. I have also issued you a credit of \$60 since you prepay for monitoring on a semi-annual basis.

Since monitoring is based upon the number of accounts if the account for Sammy's was ever cancelled and a new account was not activated in its place the monitoring rate for your account

would go back up to \$45 monthly. I have broken down the reason for the costs below.

When an account was activated for Sammy's it was created with a separate call list and name. Due to the separate names and call lists I had to create a separate monitoring account to support the changes. With a separate monitoring account created, this also created a separate billing charge.

Please let me know if you have questions. Thank you

**Jane de Luna**



**ArmedAlert**  
SECURITY

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Version: 2013.0.3408 / Virus Database: 3222/6747 - Release Date: 10/13/13

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3408 / Virus Database: 3222/6747 - Release Date: 10/13/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: More Photos of the building and Golf  
**Date:** Wednesday, January 29, 2014 4:35:50 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

Greg – You may want to confirm with Jenney that she received these. Some of the pictures are a really big file-size and may not come through for her. If she doesn't receive them let me know and I can add them to her DropBox which allows large file sizes that are sometimes blocked on typical e-mail.

---

**From:** Greg Gordon  
**Sent:** Wednesday, January 29, 2014 4:32 PM  
**To:** Jenney Rees [REDACTED]  
**Cc:** Natalie Scott; Mike Carson; Gretchen Gordon  
**Subject:** More Photos of the building and Golf

Jenney,

Here are some photos of the building, some of the course, and some receptions. Natalie will send you some over in the next couple of days that are really good ones that are recent ones.

Thanks again for getting more publicity for recreation, I love the idea and we're looking forward to the Vista Room next month.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3462 / Virus Database: 3681/7038 - Release Date: 01/27/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: More Photos of the building and Golf  
**Date:** Friday, January 31, 2014 8:31:18 AM  
**Attachments:** [image001.png](#)  
[image004.png](#)  
[image007.png](#)

---

I put the pictures on DropBox, so maybe let Jenney know. If there is a problem with her retrieving them, have her call me.

---

**From:** Greg Gordon  
**Sent:** Wednesday, January 29, 2014 5:36 PM  
**To:** Gretchen Gordon  
**Subject:** RE: More Photos of the building and Golf

I sent it again and Jenney said she still didn't receive it so if you can put it on dropbox I'll let her know that.

Thanks.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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**To:** Greg Gordon  
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**Cc:** Natalie Scott; Mike Carson; Gretchen Gordon  
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Thanks again for getting more publicity for recreation, I love the idea and we're looking forward to the Vista Room next month.

Greg Gordon  
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(801) 785-9668 ext. 601



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Version: 2013.0.3462 / Virus Database: 3681/7038 - Release Date: 01/27/14

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Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3462 / Virus Database: 3684/7048 - Release Date: 01/31/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: New Council Orientation  
**Date:** Tuesday, November 12, 2013 10:04:15 AM  
**Attachments:** [image001.png](#)  
[image007.png](#)  
[image010.png](#)  
[image011.png](#)  
[image013.png](#)

---

Chandler said that he would come over. He thinks that there won't be as many people as the public hearing, so he thought 60 chairs was plenty.

---

**From:** Greg Gordon  
**Sent:** Tuesday, November 12, 2013 9:57 AM  
**To:** Gretchen Gordon  
**Subject:** RE: New Council Orientation

OK you may want to have Chandler come over to help get it set up. If they'll need more chairs they may need to bring the maroon ones from the old city building basement.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Tuesday, November 12, 2013 9:53 AM  
**To:** Greg Gordon  
**Subject:** RE: New Council Orientation

He won't be in until 10:30am and then has an off-sight meeting starting at 11:30. I don't expect him to be in much after because the meeting is up in Sandy.

---

**From:** Greg Gordon  
**Sent:** Tuesday, November 12, 2013 9:52 AM  
**To:** Gretchen Gordon  
**Subject:** RE: New Council Orientation

Thank you, is David in yet? I need to get with him for this meeting tonight and have them come help us set up the way they want it. I called him in his office but he didn't answer around 9:30. We don't

have a ton of chairs left either after the wedding set up yesterday. We only have about 60 chairs left down there.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Tuesday, November 12, 2013 9:48 AM  
**To:** Greg Gordon  
**Subject:** RE: New Council Orientation

Looks like a lot of good information. I will start working on it and have you make tweeks, as you see necessary.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**To:** Gretchen Gordon  
**Subject:** New Council Orientation

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Let me know what you think. It's located on the server under community services/department/Greg/New Council Orientation Reports-Goals.

Thank you. Not a huge rush, I wanted to try to get it done sooner so you'd have some time to look at it without stressing out too much.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
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Version: 2013.0.3426 / Virus Database: 3222/6828 - Release Date: 11/11/13

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Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3426 / Virus Database: 3222/6828 - Release Date: 11/11/13

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3426 / Virus Database: 3222/6828 - Release Date: 11/11/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: New Council Orientation  
**Date:** Tuesday, November 12, 2013 9:53:27 AM  
**Attachments:** [image001.png](#)  
[image007.png](#)  
[image009.png](#)  
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*Recreation Director*

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Version: 2013.0.3426 / Virus Database: 3222/6828 - Release Date: 11/11/13

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Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3426 / Virus Database: 3222/6828 - Release Date: 11/11/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: New Council Orientation  
**Date:** Tuesday, November 12, 2013 9:48:03 AM  
**Attachments:** [image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

Looks like a lot of good information. I will start working on it and have you make tweeks, as you see necessary.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**To:** Gretchen Gordon  
**Subject:** New Council Orientation

I have been working on getting information together for my presentation to the new Council members orientation meeting. Please look over this and adjust as you deem necessary, David had mentioned that you could help out getting this set up for a slide show powerpoint presentation, is that accurate? I don't know anything about powerpoint and so I'll need your assistance for sure.

I've tried to put it in bullet point as much as possible, however it might end up being too much???

Let me know what you think. It's located on the server under community services/department/Greg/New Council Orientation Reports-Goals.

Thank you. Not a huge rush, I wanted to try to get it done sooner so you'd have some time to look at it without stressing out too much.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3426 / Virus Database: 3222/6828 - Release Date: 11/11/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: New Council Orientation  
**Date:** Tuesday, November 12, 2013 4:39:37 PM  
**Attachments:** [FY14 New Council Power Point.pptx](#)  
[image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

Here is my initial stab at incorporating your info into Power Point. The information in your outline could be helpful as you move through the presentation, but the Power Point should be less detailed. Otherwise, you end up just reading the slides to the audience and it gets boring. See what you think and we can make changes that you want.

You should have PowerPoint on your machine, so just open the attachment and then click on the "Slide Show" tab, and then "From Beginning" and the will start. You will need to hit the space bar to move to the next slide. There are lots of ways to set up transitions, etc. that we can fine tune.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Tuesday, November 12, 2013 9:44 AM  
**To:** Gretchen Gordon

**Subject:** New Council Orientation

I have been working on getting information together for my presentation to the new Council members orientation meeting. Please look over this and adjust as you deem necessary, David had mentioned that you could help out getting this set up for a slide show powerpoint presentation, is that accurate? I don't know anything about powerpoint and so I'll need your assistance for sure. I've tried to put it in bullet point as much as possible, however it might end up being too much???

Let me know what you think. It's located on the server under community services/department/Greg/New Council Orientation Reports-Goals.

Thank you. Not a huge rush, I wanted to try to get it done sooner so you'd have some time to look at it without stressing out too much.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3426 / Virus Database: 3222/6828 - Release Date: 11/11/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [David Bunker](#)  
**Subject:** RE: New Forms  
**Date:** Tuesday, October 22, 2013 11:11:53 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image007.png](#)  
[image009.png](#)

---

That's a good thought – maybe we could find a way to screen the bikes? I know that there is the small black tri-fold partition that they use in the Vista Room? Maybe something like that – if people rent it, we would want a way to screen it for aesthetics but also to make sure that kids don't play on the equipment and cause damage. Depending on the how the room is configured, maybe you could orient the seating so that the bikes would be at the back of the room?

Good things to consider and see how we can accommodate usage and make sure that things are secure.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon

**Sent:** Tuesday, October 22, 2013 10:07 AM  
**To:** Gretchen Gordon  
**Cc:** David Bunker  
**Subject:** RE: New Forms

These look great to me and they seem to cover anything I can think of. I'll send it to Celebrations, as soon as you say it's official, and have them fill it out so we'll have it on our records and I'll have her send me a copy of their certificate of insurance as well. Seems pretty well laid out for the most part.

What if someone wants to use the multi-purpose room- lower level? Are we going to have to move the spin bikes out of there (possibly weekly) in order to accommodate the group wanting that area? I personally would want to rent that side as it makes more sense to me for a function, however the bikes have pretty much taken over that corner and we don't really have a spot to move them to as we're already filling the storage room up. Just trying to think how that would work out in my mind I guess.

**Greg Gordon**  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Tuesday, October 22, 2013 9:54 AM  
**To:** Greg Gordon  
**Cc:** David Bunker  
**Subject:** New Forms

Greg – We have created two new forms.

Recreation Center Usage Request: If someone would like to rent the conference room, multi-purpose room, or studio. This is for usage between the hours of 9:00am – 9:00pm at \$30/hour for one room, \$50/hour for two rooms.

Recreation Center Usage Request for Non-Profit and Public Entities: This would be if a school, HOA, or other public entity/non-profit wanted to use one of the 3 rooms. During the hours of 9:00am – 5:00pm there would not be a cost; from 5:00pm – 9:00pm the rate is \$30/hour for one room, \$50/hour for two rooms.

Please look over the forms and see if this covers what we need. We have included generic "Hold Harmless" wording, and space on the back for office use. Let me know if you see things that need to be changed/modified. The Word documents and .pdfs are located on the server: N:\Community Services\Rec Center Events\Reception Center Info

If you could let me know if these are ready to go, I would like to send one to Pete Karp, The Cottages HOA, because they wanted to schedule their meeting for November 7<sup>th</sup>.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3408 / Virus Database: 3222/6770 - Release Date: 10/21/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: O Keys  
**Date:** Wednesday, October 09, 2013 2:32:17 PM  
**Attachments:** [image007.png](#)  
[image009.png](#)  
[image010.png](#)  
[image012.png](#)  
[image013.png](#)

---

I gave him a key and told him that he has an alarm code.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Wednesday, October 09, 2013 9:32 AM  
**To:** Gretchen Gordon  
**Subject:** RE: O Keys

I also think if Chandler is going to start having Planning Commission meetings here frequently that he also needs a O key so that I don't have to come back all winter long and lock up the building after they're done. He already has an alarm code so can we please get him one also?

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Wednesday, October 09, 2013 8:42 AM  
**To:** Greg Gordon  
**Subject:** RE: O Keys

I made some extras last time, so I will bring over 2 for the coordinators when I come over for training.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Wednesday, October 09, 2013 8:36 AM  
**To:** Gretchen Gordon  
**Subject:** O Keys

Do you have 2 more O keys that I can give the coordinators for this building now that they are over here? Hopefully the key guy will be coming soon to re-key and then they will need the keys. I want all my department to have an O key so they can get where they need to in this building, everywhere but my office, Wade's office, and Sammy's.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



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Version: 2013.0.3408 / Virus Database: 3222/6734 - Release Date: 10/08/13

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** RE: Office Space  
**Date:** Tuesday, April 16, 2013 3:48:30 PM  
**Attachments:** [image001.png](#)

---

We will have an extra computer so Greg could take his over to that building and I would take one of the pro shop computers because we will get the ipads next week.

---

**From:** David Bunker  
**Sent:** Tuesday, April 16, 2013 1:28 PM  
**To:** Wade Doyle  
**Subject:** RE: Office Space

Yes, we are still moving forward. I spoke to Jeff today and we are still working on the fan in Colleens office. That is really going to be the critical point. Also, we need another computer for the work station there.

I will get some dates we expect to have this done and get it back to you. Is everything else going OK?

Thanks

DAVID H. BUNKER  
CITY MANAGER/CITY ENGINEER  
CITY OF CEDAR HILLS



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---

**From:** Wade Doyle  
**Sent:** Tuesday, April 16, 2013 11:38 AM  
**To:** David Bunker  
**Subject:** Office Space

Any more ideas on making the changes for some office space for Greg and Me? I know you have been gone and very busy coming back so this is just a when you have time, if any, friendly reminder.

Thanks,

Wade

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Brenda Shuman](#); [Jeff Maag](#)  
**Subject:** RE: Paper Product delivery  
**Date:** Wednesday, March 05, 2014 2:06:18 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image007.png](#)  
[image009.png](#)

---

Good – I wonder why he didn't respond to my first e-mail? That way they can divide it up how they need to anyway. I'll let PW know also.

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Greg Gordon  
**Sent:** Wednesday, March 05, 2014 2:04 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Paper Product delivery

I just called Daniel and told him to have someone here first thing tomorrow to get rid of the stuff they are bringing over to us tomorrow morning.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, March 03, 2014 9:36 AM  
**To:** [daniel@stratusslc.com](mailto:daniel@stratusslc.com)  
**Cc:** Greg Gordon; Jeffrey Maag; Brenda Shuman; Natalie Scott  
**Subject:** Paper Product delivery

Daniel – I wanted to let you know that all of the paper products from Waxie got delivered to the City Office instead of the Recreation Center. They are out in the bay of the City Office building if you want to see about having them taken to the Rec Center for storage.

Thanks.

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3462 / Virus Database: 3705/7155 - Release Date: 03/05/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#); [Brenda Shuman](#)  
**Subject:** RE: Paper Products  
**Date:** Thursday, March 06, 2014 10:03:07 AM  
**Attachments:** [image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

Great – thanks for taking care of that.

Gretchen Gordon, CMC  
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**From:** Greg Gordon  
**Sent:** Thursday, March 06, 2014 10:03 AM  
**To:** Gretchen Gordon; Brenda Shuman  
**Subject:** Paper Products

Daniel just called me and said someone from Waxie should be over before noon to take care of the pallet and then bring the rest to our building.

Greg Gordon

*Community Services Director*

City of Cedar Hills

[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)

(801) 785-9668 ext. 601



---

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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Paperwork  
**Date:** Monday, October 14, 2013 4:57:52 PM  
**Attachments:** [image008.png](#)  
[image010.png](#)  
[image011.png](#)  
[image013.png](#)  
[image014.png](#)

---

Gotcha. I know that it was done a long time ago.

Gretchen Gordon  
Executive Assistant/Human Resources  
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**From:** Greg Gordon  
**Sent:** Monday, October 14, 2013 4:56 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Paperwork

Thanks, I'm aware of that. I remember this contract and Jim had signed the original contract without going through that so when I was asked to sign it I checked with David and he had me sign this since it was already signed by Jim previously without anyone else knowing. This contract had already been solidified and binding by Jim so my signature at the time was a formality for saying

they made changes to our building.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, October 14, 2013 4:42 PM  
**To:** Greg Gordon  
**Subject:** RE: Paperwork

Thanks for getting this copy. Once she sends the second page, we will have Colleen create a folder for it. If this is anything like ADT, it will automatically renew unless we tell them otherwise, but I'm not sure.

Just an FYI, David or the Mayor are the only ones authorized to sign a contract/agreement on behalf of the City, for future. We have had some problems in the past because they are the only 2 authorized.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Greg Gordon  
**Sent:** Monday, October 14, 2013 4:37 PM  
**To:** Gretchen Gordon; Brenda Shuman; Jeffrey Maag  
**Cc:** Colleen Mulvey  
**Subject:** FW: Paperwork

Here is the contract, it looks like when we switched things over they revised the contract from May 27<sup>th</sup>. I've sent her an email to ask how it works as far as contract, if we're month to month or if it re-ups every year. I've also asked her to send the 2<sup>nd</sup> page as this states page 1 of 2. I'll forward that when I see it also.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Jane de Luna [REDACTED]  
**Sent:** Monday, October 14, 2013 4:07 PM  
**To:** Greg Gordon  
**Subject:** Paperwork

Attached is a copy of your contract. Please let me know if you have any questions. Thank you

**Jane de Luna**  
[REDACTED]



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Version: 2013.0.3408 / Virus Database: 3222/6747 - Release Date: 10/13/13

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Version: 2013.0.3408 / Virus Database: 3222/6747 - Release Date: 10/13/13

**From:** Wade Doyle  
**To:** Greg Gordon; David Bunker  
**Subject:** RE: par 9 web base tee sheet  
**Date:** Thursday, July 18, 2013 5:27:07 PM

---

Greg I just had Nate set you up for the back office reports so you have access to hourly daily and monthly sales and I will send you the link and your username and password

---

**From:** Greg Gordon  
**Sent:** Thursday, July 18, 2013 5:08 PM  
**To:** David Bunker  
**Cc:** Wade Doyle  
**Subject:** Re: par 9 web base tee sheet

I tend to agree, sometimes they're like texts. Works for me next week.

Sent from my iPhone

On Jul 18, 2013, at 4:42 PM, "David Bunker" <[DBunker@cedarhills.org](mailto:DBunker@cedarhills.org)> wrote:

Lets just sit down and talk about it. Emails are very hard to communicate all the details and some of it gets lost in translation. How about next Monday at lunch?  
David

---

**From:** Greg Gordon  
**Sent:** Thursday, July 18, 2013 4:41 PM  
**To:** David Bunker  
**Cc:** Wade Doyle  
**Subject:** RE: par 9 web base tee sheet

I get your frustration David and I've expressed some of my concerns as well with this (especially inventory and such). I'll let Wade answer the question for you as he's more into what's happening with this software and what the problems are that are still happening, but you are right it has been a headache that's drug on too long.

Regarding the tee sheet, we don't need a new tee sheet at all but since they went to the IPAD's in the Pro Shop no one else can access the daily reports and #'s from anywhere but those 2 IPAD's. When it was PC based I could access everything in the office there or anywhere over the internet. Remember when I talked to you about not having access to the #'s anymore, other than when I get the monthly reports from Wade (that you get). With the Mayor all over me about wanting to know everything that is happening I just don't have any info without being able to access that. That's why we had talked about a program on the IPAD that we talked about that you said you could get for Wade, but I guess that won't work now either.

Wade, can you chime in on the issues and when this will all be fixed? Also about the costs because it seems like this has ended up costing us a lot, although Nate

has eaten some of the costs for us as well on his end. I trust your trying to get this resolved as well, but this has now been close to 5 months now, I know that Finance is frustrated with it as well. Having said that it's always hard to switch from something that we know worked and being patient with new software, especially in government ☺.

Thanks.

<image002.png>

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601

[<image003.gif>](#)

---

**From:** David Bunker  
**Sent:** Thursday, July 18, 2013 4:24 PM  
**To:** Greg Gordon  
**Subject:** RE: par 9 web base tee sheet

Just a quick question, if we had a tee sheet before and we switched to this new program for "less money", now we don't have a tee sheet but need one, and its an additional \$949 annually, were we better off with the old program? Plus we have so many issues with the new program!

I am not having the fuzzy warm feeling yet.

David

---

**From:** Greg Gordon  
**Sent:** Thursday, July 18, 2013 4:14 PM  
**To:** Wade Doyle; David Bunker  
**Subject:** RE: par 9 web base tee sheet

Is that cost going to remain the same every year or will it possibly go down each year? I guess the reason I ask is form a cost perspective. The only ones that need this are you and I, if it would be cheaper to somehow do it on IPAD's cheaper I would prefer to do that to save some costs. Bottom line we need this regardless I'm just trying to see if we can get it any cheaper from a budgeting standpoint.

Thank you for working with Nate on this Wade.

<image005.png>

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601

[<image003.gif>](#)

---

**From:** Wade Doyle  
**Sent:** Thursday, July 18, 2013 4:00 PM  
**To:** Greg Gordon; David Bunker  
**Subject:** par 9 web base tee sheet

Nate can create a web base tee sheet that we can access through our PC's but it will cost us \$949 a year that we can all access. \$79 per month is what it would break down to be.

**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** RE: Par9 Golf Expense  
**Date:** Monday, May 13, 2013 1:05:00 PM  
**Attachments:** [image003.png](#)  
[image005.png](#)

---

Do we have a receipt or could you get one from Par9? We need to get something to reconcile the credit card with – then could you or Greg could code it to the correct budget cost center?

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Wade Doyle  
**Sent:** Monday, May 13, 2013 12:58 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Par9 Golf Expense

David put the initial charge in his card before I got mine for the web domain name.

---

**From:** Gretchen Gordon  
**Sent:** Thursday, May 09, 2013 1:31 PM  
**To:** Wade Doyle

**Subject:** Par9 Golf Expense

Wade – A charge occurred on David’s city credit card for \$199 from Par9 Golf, LLC. I know that we had a purchase order processed, but it has been closed. Is this an on-going fee/charge? Not sure why it’s on David’s card. Can you let me know what the situation is so I can make sure to get this resolved with Finance? If this is a reoccurring charge, can you let me know the details of this and what budget cost center it is supposed to come out of?

THANKS

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** RE: Par9 Golf Expense  
**Date:** Monday, May 13, 2013 1:13:00 PM  
**Attachments:** [image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

Could you send it over when you have it for I can submit it to Finance?

THANKS!

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Wade Doyle  
**Sent:** Monday, May 13, 2013 1:08 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Par9 Golf Expense

Im getting the receipt right now..

---

**From:** Gretchen Gordon

**Sent:** Monday, May 13, 2013 1:06 PM  
**To:** Wade Doyle  
**Subject:** RE: Par9 Golf Expense

Do we have a receipt or could you get one from Par9? We need to get something to reconcile the credit card with – then could you or Greg could code it to the correct budget cost center?

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Wade Doyle  
**Sent:** Monday, May 13, 2013 12:58 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Par9 Golf Expense

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---

**From:** Gretchen Gordon  
**Sent:** Thursday, May 09, 2013 1:31 PM  
**To:** Wade Doyle  
**Subject:** Par9 Golf Expense

Wade – A charge occurred on David's city credit card for \$199 from Par9 Golf, LLC. I know that we

had a purchase order processed, but it has been closed. Is this an on-going fee/charge? Not sure why it's on David's card. Can you let me know what the situation is so I can make sure to get this resolved with Finance? If this is a reoccurring charge, can you let me know the details of this and what budget cost center it is supposed to come out of?

THANKS

Gretchen Gordon  
Executive Assistant/Human Resources  
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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Party  
**Date:** Friday, December 20, 2013 9:08:07 AM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

OK.

---

**From:** Greg Gordon  
**Sent:** Friday, December 20, 2013 8:11 AM  
**To:** Gretchen Gordon  
**Subject:** Party

Brian is not going to be there now either, his wife has to go into work and he has come performances for his kids at school. I'll grab his stuff also and get it to him later.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

No virus found in this message.  
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Version: 2013.0.3462 / Virus Database: 3658/6935 - Release Date: 12/19/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Pay Rates  
**Date:** Tuesday, January 14, 2014 10:40:22 AM  
**Attachments:** [image001.png](#)  
[image004.png](#)

I think this is all of them. Let me know if I missed any and I'll pull the rate.

PERSONNEL FILES				
NAME	DEPT	HIRE DATE	JOB TITLE	PAY RATE
Anderson, Courtney	Community Srvc		Score Keeper	
Bennett, Nate	Community Srvc		Sports Official	
Call, Ryan	Community Srvc		Sports Official	
Daley, Bo	Community Srvc		Sports Official	
Dimond, Mikelle	Community Srvc		Score Keeper	
Evans, Daniel	Community Srvc		Sports Official	
Frisbee, Brittany	Community Srvc		Supervisor	
Gardner, Griffin	Community Srvc		Sports Official	
Garvin, Jake	Community Srvc		Sports Official	
Gividen, Isaac	Community Srvc		Sports Official	
Hunt, Lauren	Community Srvc		Score Keeper	
Hunt, Tyler	Community Srvc		Supervisor	
Lewis, Emily	Community Srvc		Score Keeper	
Livingston, Jake	Community Srvc		Sports Official	
Lomeili, Travin	Community Srvc		Supervisor	
Negus, Jeff	Community Srvc		Supervisor	
Nielsen, Soren	Community Srvc		Sports Official	
Schettler, Haley	Community Srvc		Score Keeper	
Schettler, Rich	Community Srvc		Score Keeper	
Shumway, Spencer	Community Srvc		Sports Official	
Wiscombe, Nate	Community Srvc		Sports Official	

**From:** Greg Gordon  
**Sent:** Monday, January 13, 2014 9:19 AM  
**To:** Gretchen Gordon  
**Subject:** Pay Rates

Do you have a list of the pay rates of our Jr. Jazz guys you could send me over? I can't remember them all and I keep track on a spreadsheet of where we are each season and that info would help me a ton for sure.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
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Version: 2013.0.3462 / Virus Database: 3658/6999 - Release Date: 01/13/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Pay Rates  
**Date:** Monday, January 13, 2014 11:19:52 AM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

Chandler is putting them all in the system, but when I get the folders back, I will e-mail over the information.

---

**From:** Greg Gordon  
**Sent:** Monday, January 13, 2014 9:19 AM  
**To:** Gretchen Gordon  
**Subject:** Pay Rates

Do you have a list of the pay rates of our Jr. Jazz guys you could send me over? I can't remember them all and I keep track on a spreadsheet of where we are each season and that info would help me a ton for sure.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
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Version: 2013.0.3462 / Virus Database: 3658/6999 - Release Date: 01/13/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Laurie Anderson](#)  
**Subject:** RE: Pay Rates  
**Date:** Tuesday, January 14, 2014 11:21:52 AM  
**Attachments:** [image004.png](#)  
[image007.png](#)  
[image008.png](#)  
[image010.png](#)

---

Yes – She was the last one that I was waiting on. There are a few items that I still need – maybe Laurie could do a quick e-mail reminder to the following people:

Jake Garvin – I need a copy of his social security card

Rich Schettler – I need a copy of his signed Policies Disclosure statement (I think Laurie may have gotten it at the training meeting – she was checking)

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Tuesday, January 14, 2014 11:14 AM  
**To:** Gretchen Gordon  
**Subject:** RE: Pay Rates

Thanks, did Mikelle Dimond go in to do paperwork yesterday by chance?

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Tuesday, January 14, 2014 10:40 AM  
**To:** Greg Gordon  
**Subject:** RE: Pay Rates

I think this is all of them. Let me know if I missed any and I'll pull the rate.

PERSONNEL FILES					
NAME	DEPT	HIRE DATE		JOB TITLE	PAY RATE
Anderson, Courtney	Community Srvc			Score Keeper	
Bennett, Nate	Community Srvc			Sports Official	
Call, Ryan	Community Srvc			Sports Official	
Daley, Bo	Community Srvc			Sports Official	
Dimond, Mikelle	Community Srvc			Score Keeper	
Evans, Daniel	Community Srvc			Sports Official	
Frisbee, Brittany	Community Srvc			Supervisor	
Gardner, Griffin	Community Srvc			Sports Official	
Garvin, Jake	Community Srvc			Sports Official	
Gividen, Isaac	Community Srvc			Sports Official	
Hunt, Lauren	Community Srvc			Score Keeper	
Hunt, Tyler	Community Srvc			Supervisor	
Lewis, Emily	Community Srvc			Score Keeper	
Livingston, Jake	Community Srvc			Sports Official	
Lomeili, Travin	Community Srvc			Supervisor	
Negus, Jeff	Community Srvc			Supervisor	
Nielsen, Soren	Community Srvc			Sports Official	
Schettler, Haley	Community Srvc			Score Keeper	
Schettler, Rich	Community Srvc			Score Keeper	

Shumway, Spencer	Community Srvc		Sports Official	
Wiscombe, Nate	Community Srvc		Sports Official	

---

**From:** Greg Gordon  
**Sent:** Monday, January 13, 2014 9:19 AM  
**To:** Gretchen Gordon  
**Subject:** Pay Rates

Do you have a list of the pay rates of our Jr. Jazz guys you could send me over? I can't remember them all and I keep track on a spreadsheet of where we are each season and that info would help me a ton for sure.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



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Version: 2013.0.3462 / Virus Database: 3658/6999 - Release Date: 01/13/14

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Version: 2013.0.3462 / Virus Database: 3658/7000 - Release Date: 01/13/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Brenda Shuman](#); [Jeff Maag](#)  
**Subject:** RE: Pest Control  
**Date:** Friday, October 04, 2013 2:07:10 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image006.png](#)

---

He will be there to do a general pest spray on Monday, October 7<sup>th</sup> about 5:30pm. I gave him your cell number. If he hasn't come by the time you need to leave, I told her to have Bill call you and maybe you can leave word with the golf course pro shop staff? He is also going to put 2 bait box mouse traps on either side of the roll-up door in the cart storage area. They are \$20/box, but we will own them if we need to have them re-baited in the future.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Thursday, September 12, 2013 9:03 AM  
**To:** Gretchen Gordon  
**Subject:** RE: Pest Control

Yes and he said he was going to get back to you with a plan. He walked around and said he'd work with you as the contact person. I'm surprised you haven't heard from him yet because he came well over a week ago.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Thursday, September 12, 2013 8:46 AM  
**To:** Greg Gordon  
**Subject:** RE: Pest Control

Did the guy ever come over to evaluate what was needed?

---

**From:** Greg Gordon  
**Sent:** Thursday, August 29, 2013 4:55 PM  
**To:** Gretchen Gordon  
**Subject:** Re: Pest Control

Are they doing our building also or just the city building?

Sent from my iPhone

On Aug 29, 2013, at 3:51 PM, "Gretchen Gordon" <[gordon@cedarhills.org](mailto:gordon@cedarhills.org)> wrote:

We will have Bee & Wasp Control out on Friday morning to spray at the City Office building. They will arrive about 9:00 so please be aware that they will be applying various pest control sprays. Hopefully, we can say "GOODBYE" to our friends, the Spiders!

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102

<image001.png>

<image002.jpg>

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Version: 2013.0.3392 / Virus Database: 3211/6618 - Release Date: 08/28/13

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2012.0.2242 / Virus Database: 3222/6156 - Release Date: 09/11/13

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3392 / Virus Database: 3222/6656 - Release Date: 09/11/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Please review  
**Date:** Wednesday, October 16, 2013 3:29:04 PM  
**Attachments:** [Highland - Alpine proposal.docx](#)  
[image001.png](#)  
[image004.png](#)

---

Here are my tweaks.

---

**From:** Greg Gordon  
**Sent:** Wednesday, October 16, 2013 2:51 PM  
**To:** Gretchen Gordon  
**Subject:** Please review

Look this over and give me some feedback, I need to send these to Aaron and Lynn from Highland and Alpine this afternoon and want to make sure it's professional and clear.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3408 / Virus Database: 3222/6754 - Release Date: 10/16/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Policies/Procedures  
**Date:** Friday, November 08, 2013 2:46:32 PM  
**Attachments:** [image002.png](#)  
[image006.png](#)  
[image007.png](#)

---

David and I are going to propose a number of changes and we will make sure this is included.

Thanks for catching that,

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Friday, November 08, 2013 2:39 PM  
**To:** Gretchen Gordon  
**Subject:** Policies/Procedures

Do we need to update the policies/ procedures for benefits section where it talks about the Grill Discount to include that the discount is to Sammy's now? Also where it talks about Fitness Classes, we probably need to take out the 50% off since we no longer run it ourselves or maybe just to include that it doesn't include Tree Fitness programs??

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3426 / Virus Database: 3222/6818 - Release Date: 11/07/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Price's  
**Date:** Friday, January 03, 2014 2:40:34 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

I posted it to her FB page with the link for The Vista.

---

**From:** Greg Gordon  
**Sent:** Friday, January 03, 2014 2:32 PM  
**To:** Gretchen Gordon  
**Subject:** Price's

If you're friends with them on Facebook will you send her a little note to let her know to talk to us about Megan's wedding before booking anywhere and to let her know she gets a C.H. discount also.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3462 / Virus Database: 3658/6971 - Release Date: 01/02/14

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** RE: Raise in fee comparison  
**Date:** Friday, March 07, 2014 10:54:15 AM  
**Attachments:** [Green Fee Comparison 2014.xlsx](#)

---

Here are the course comparisons

---

**From:** David Bunker  
**Sent:** Friday, March 07, 2014 10:38 AM  
**To:** Wade Doyle  
**Cc:** Charl Louw; Greg Gordon  
**Subject:** RE: Raise in fee comparison

Thanks Wade. That gives us a good idea of what the revenue increase might be based on the fee increases for our course. Every little bit helps as you know.

I did not see the comparison for our rates vs. the other courses we compete with. Specifically, Talons Cove, Fox Hollow, Sleepy Ridge, The Ranches, Hobble Creek, etc.

I would like to know where our proposed rates fit in with the fees that these other courses are charging for Weekday 9 hole and 18 hole and Weekend 9 hole and 18 hole. Price should be apples to apples so include the cart on all or exclude the cart on all.

Thanks for the information!

David

---

**From:** Wade Doyle  
**Sent:** Friday, March 07, 2014 9:58 AM  
**To:** David Bunker  
**Cc:** Charl Louw; Greg Gordon  
**Subject:** Raise in fee comparison

Here is the spreadsheet for the green fee revenue comparison.

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** RE: Range netting  
**Date:** Thursday, October 17, 2013 11:36:19 AM

---

I let him know we wanted the other areas pulled tight and set back to standard. He will give me the final bid numbers in a few days when we get put into the project queue

---

**From:** David Bunker  
**Sent:** Thursday, October 17, 2013 10:49 AM  
**To:** Wade Doyle; Greg Gordon  
**Subject:** RE: Range netting

Thank you. What is the final price? I think we have a few more areas to fix but not necessarily replace?

David

---

**From:** Wade Doyle  
**Sent:** Thursday, October 17, 2013 10:42 AM  
**To:** David Bunker; Greg Gordon  
**Subject:** Range netting

Our work order has been placed and I am awaiting a call or email to confirm our repair dates. Just updating you both.

**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** RE: Receipt for Par9 Setup Fee  
**Date:** Monday, May 13, 2013 2:19:00 PM

---

THANKS -Do you know what budget cost center it comes out of?

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102

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-----Original Message-----

From: Wade Doyle  
Sent: Monday, May 13, 2013 1:55 PM  
To: Gretchen Gordon  
Subject: FW: Receipt for Par9 Setup Fee

-----Original Message-----

From: Nathan McLain [REDACTED]  
Sent: Monday, May 13, 2013 1:55 PM  
To: Wade Doyle  
Subject: Receipt for Par9 Setup Fee

Wade,

Here is the payment processor receipt for that \$199 setup fee outlined in our invoice.

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Rehire Information  
**Date:** Monday, March 10, 2014 12:10:52 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)

---

Donald did also. Haven't heard anything from Dustin.

---

**From:** Greg Gordon  
**Sent:** Monday, March 10, 2014 12:10 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Rehire Information

I have Jordan Anderson's W4 he just came in and filled out, did everyone else get theirs done?

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, March 03, 2014 5:04 PM  
**To:** Greg Gordon  
**Cc:** Chandler Goodwin  
**Subject:** Rehire Information

Can you check with the new rehires on a couple of items:

DONALD HALVO:

- Needs updated W-4 (last one we have is from 2008)
- Updated Policy & Procedure Statement signed
- Needs to provide updated documents for Employment Eligibility Verification
  - Driver's License AND Social Security card OR
  - Passport

JORDAN ANDERSON:

- Updated W-4

DUSTIN BLANCHARD:

- Updated Driver's License for Employment Verification (one on file is now expired)
- He updated his W-4 in 2013, but if he wants changes to his exemptions he should do a new one

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3462 / Virus Database: 3722/7164 - Release Date: 03/07/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Chandler Goodwin](#); [Wade Doyle](#); [Brian Cloud](#)  
**Subject:** RE: Rehire Information  
**Date:** Wednesday, March 19, 2014 11:20:24 AM  
**Attachments:** [fw4.pdf](#)  
[image002.png](#)  
[image007.png](#)  
[image008.png](#)  
[image010.png](#)

---

I did get updated information from Jordan and Donald, but not from Dustin yet. If it's easiest for him, he can just make a photo copy of his Driver's License and e-mail it to me. He can also fill out his 2014 W-4 and e-mail that as well. I have attached one for him to complete.

Thanks,

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Monday, March 03, 2014 5:06 PM  
**To:** Gretchen Gordon  
**Cc:** Chandler Goodwin; Wade Doyle; Brian Cloud  
**Subject:** RE: Rehire Information

They have all been told to go in there to fill out paperwork for this year so you should see them all this week sometime.

Wade and Brian can you make sure that they all remember to get in there this week to do this paperwork?

Thanks.

**Greg Gordon**  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, March 03, 2014 5:04 PM  
**To:** Greg Gordon  
**Cc:** Chandler Goodwin  
**Subject:** Rehire Information

Can you check with the new rehires on a couple of items:

DONALD HALVO:

- Needs updated W-4 (last one we have is from 2008)
- Updated Policy & Procedure Statement signed
- Needs to provide updated documents for Employment Eligibility Verification
  - Driver's License AND Social Security card OR
  - Passport

JORDAN ANDERSON:

- Updated W-4

DUSTIN BLANCHARD:

- Updated Driver's License for Employment Verification (one on file is now expired)
- He updated his W-4 in 2013, but if he wants changes to his exemptions he should do a new one

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3462 / Virus Database: 3705/7146 - Release Date: 03/03/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Reserve Vista Room  
**Date:** Monday, March 31, 2014 9:47:20 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image007.png](#)  
[image009.png](#)

---

Meeting will be at regular time, 7:00pm.

Thanks,

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Monday, March 31, 2014 9:46 AM  
**To:** Gretchen Gordon  
**Cc:** Chandler Goodwin; David Bunker  
**Subject:** RE: Reserve Vista Room

Yes it is open, what time and I'll put it on the calendar?

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)

(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, March 31, 2014 9:43 AM  
**To:** Greg Gordon  
**Cc:** Chandler Goodwin; David Bunker  
**Subject:** Reserve Vista Room

Is the Vista Room available on April 8<sup>th</sup>? The Planning Commission is going to hold a special meeting that night. Please let me know.

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3462 / Virus Database: 3722/7276 - Release Date: 03/31/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Reserve Vista Room  
**Date:** Monday, March 31, 2014 9:56:34 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)  
[image007.png](#)

---

Half should be plenty. THANKS

---

**From:** Greg Gordon  
**Sent:** Monday, March 31, 2014 9:49 AM  
**To:** Gretchen Gordon  
**Subject:** RE: Reserve Vista Room

I've added it to the West Side of the room, I'm assuming they will not need the East side?

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, March 31, 2014 9:47 AM  
**To:** Greg Gordon  
**Subject:** RE: Reserve Vista Room

Meeting will be at regular time, 7:00pm.

Thanks,

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Monday, March 31, 2014 9:46 AM  
**To:** Gretchen Gordon  
**Cc:** Chandler Goodwin; David Bunker  
**Subject:** RE: Reserve Vista Room

Yes it is open, what time and I'll put it on the calendar?

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)

(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon

**Sent:** Monday, March 31, 2014 9:43 AM  
**To:** Greg Gordon  
**Cc:** Chandler Goodwin; David Bunker  
**Subject:** Reserve Vista Room

Is the Vista Room available on April 8<sup>th</sup>? The Planning Commission is going to hold a special meeting that night. Please let me know.

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3462 / Virus Database: 3722/7276 - Release Date: 03/31/14

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Version: 2013.0.3462 / Virus Database: 3722/7276 - Release Date: 03/31/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: RFTO  
**Date:** Thursday, January 23, 2014 11:11:16 AM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

This has been put on the Shared Calendar.

---

**From:** Greg Gordon  
**Sent:** Thursday, January 23, 2014 11:09 AM  
**To:** Gretchen Gordon  
**Subject:** RFTO

Approved

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



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Version: 2013.0.3462 / Virus Database: 3681/7026 - Release Date: 01/22/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Sammy's Menu  
**Date:** Wednesday, February 05, 2014 11:30:15 AM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

Thanks. I only had an old menu.

---

**From:** Greg Gordon  
**Sent:** Wednesday, February 05, 2014 11:30 AM  
**To:** Gretchen Gordon  
**Subject:** Sammy's Menu

I just scanned their menu in so you can have it.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



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Version: 2013.0.3462 / Virus Database: 3684/7058 - Release Date: 02/03/14

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Subject:** RE: Sammy's Trade Out  
**Date:** Friday, July 18, 2014 6:04:00 AM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

I will just have Dax cut a check back to Sammy's for the \$175. We use about 22,000 scorecards a season.

---

**From:** David Bunker  
**Sent:** Thursday, July 17, 2014 5:59 PM  
**To:** Wade Doyle; Greg Gordon  
**Subject:** RE: Sammy's Trade Out

Why wouldn't we just pay Sammys for the lunches we purchased? This would be offset by the tournament revenue, so there is not any negative there that I can see.

I could be missing some important piece of the puzzle in regards to the tournament, so let me know if there were other issues with how the food was provided for the other players?

On a side note, how many score cards do we use per season?

David

---

**From:** Wade Doyle  
**Sent:** Thursday, July 17, 2014 4:44 PM  
**To:** Greg Gordon  
**Cc:** David Bunker  
**Subject:** RE: Sammy's Trade Out

FYI there is no agreement. I simply had to be proactive on the spot for 24 players on Mondays tournament that did not get lunch. I talked to Joseph and laid out a few options on of which was to put his logo on my new score cards with phone number for call in orders. To be cost efficient we would not need to pay him the \$175, it costs us nothing to put his logo on the card and if we help increase his business while he is here the city would also benefit on his rent check. I did talk to Joseph today and he did want to put his logo on 5000 of our new cards for the trade out if it is ok with David and yourself in accordance with City policy. Please let me know.

Thanks

Wade

---

**From:** Greg Gordon  
**Sent:** Thursday, July 17, 2014 12:26 PM  
**To:** Wade Doyle  
**Cc:** David Bunker  
**Subject:** Sammy's Trade Out

Wade,

Can you please send me over an agreement that you apparently have with Joseph at Sammy's with regards to the golf tournament food trade from Monday's tournament? I was informed today that you had him make 24 burgers and fries on Monday for the tournament and so I talked to Joseph about it today and he said you had an agreement worked out with him where "you" were going to do some advertising for him on the scorecards in exchange for the food in lieu of a payment. Since there is "an agreement" in place we need to get a copy of that for the City's records so I can get it to Colleen. I'm not even sure what agreement he is referring to and I was personally never informed about this ever happening from you or anyone involved. You need to make sure that anytime there is an agreement worked out like this that we have the signed documentation and that it gets approved/communicated before it even happens by myself and David.

Please email it to myself and David by tomorrow afternoon, July 18<sup>th</sup>. Thanks.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)

(801) 785-9668 ext. 601



**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Scanned Document  
**Date:** Tuesday, February 04, 2014 10:02:42 AM

---

The lady from Costco. There are also some checks in your box. I'll bring them over.

-----Original Message-----

From: Greg Gordon  
Sent: Tuesday, February 04, 2014 9:38 AM  
To: Gretchen Gordon  
Subject: RE: Scanned Document

They have booked the Vista Room on Sunday for their after Christmas party and requested to have this filled out for their records. What business card did Nicole bring in??

Greg Gordon  
Community Services Director

City of Cedar Hills  
ggordon@cedarhills.org  
(801) 785-9668 ext. 601

-----Original Message-----

From: Gretchen Gordon  
Sent: Tuesday, February 04, 2014 9:33 AM  
To: Greg Gordon  
Subject: FW: Scanned Document

This is for Costco, as requested. Charl isn't sure why they are even requesting this, but here it is. I will put the business card and info that Nicole brought over in your box.

-----Original Message-----

From: Dax Fossum  
Sent: Tuesday, February 04, 2014 9:40 AM  
To: Gretchen Gordon  
Subject: Scanned Document

Please open the attached document. It was scanned and sent to you using a Xerox multifunction device.

Attachment File Type: pdf

multifunction device Location: machine location not set  
Device Name: XRX\_0000AFA0576

-----

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Version: 2013.0.3462 / Virus Database: 3684/7058 - Release Date: 02/03/14

-----

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3462 / Virus Database: 3684/7058 - Release Date: 02/03/14

**From:** [Wade Doyle](#)  
**To:** [Gretchen Gordon](#); [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeffrey Maag](#); [Jeremy Hardy](#); [Kaity Whittaker](#); [Katherine Murdoch](#); [Laurie Anderson](#); [Laurie Petersen](#); [Macord Johnson](#); [Mike Carson](#); [Nicole Allen](#); [Scott McMahon](#); [TJ Aston](#); [Travis Austin](#); [Zach Fossum](#)  
**Subject:** RE: Staff Christmas Party - THURSDAY  
**Date:** Tuesday, December 18, 2012 2:44:15 PM  
**Attachments:** [image001.png](#)

---

Just wanted to wish everyone a happy Tuesday!!!!!!

---

**From:** Gretchen Gordon  
**Sent:** Monday, December 17, 2012 3:15 PM  
**To:** Austin Parks; Brenda Shuman; Brian Cloud; Brian Haskell; Chad Scott; Chandler Goodwin; Charl Louw; Colleen Mulvey; David Bunker; Dax Fossum; Dee Howard; Greg Gordon; Jeffrey Maag; Jeremy Hardy; Kaity Whittaker; Katherine Murdoch; Laurie Anderson; Laurie Petersen; Macord Johnson; Mike Carson; Nicole Allen; Scott McMahon; TJ Aston; Travis Austin; Wade Doyle; Zach Fossum  
**Subject:** Staff Christmas Party - THURSDAY

We are going to add a tradition to our Staff Party by having everyone wear their ugliest Christmas sweater, vest, tie, etc. There will be a price for the most festive participant!

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Wade Doyle](#); [Greg Gordon](#)  
**Subject:** RE: Staff Golf  
**Date:** Thursday, September 26, 2013 2:50:15 PM  
**Attachments:** [image001.png](#)

---

It looks like we will hold the staff golfing on October 9<sup>th</sup>. Wade – What time would be best for getting out onto the course?

---

**From:** Wade Doyle  
**Sent:** Tuesday, September 24, 2013 2:33 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Staff Golf

Gretchen any of the Wednesdays after the 2<sup>nd</sup> and before the 30<sup>th</sup> will work for the golf course

---

**From:** Gretchen Gordon  
**Sent:** Tuesday, September 24, 2013 11:02 AM  
**To:** Wade Doyle; Greg Gordon  
**Subject:** Staff Golf

Wade – I was reviewing with David the possibility of having another staff golf outing, similar to what we did last year. Could you look at the Wednesdays in October and see what would work best for the course?

Greg – It looks like there is an event on Wednesday, Oct 2<sup>nd</sup>, so we wouldn't want to conflict with that. We would likely go back to the Vista Room to eat some lunch afterward.

Let me know what would work best for you and I will begin planning with David.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

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Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3408 / Virus Database: 3222/6693 - Release Date: 09/23/13

**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** RE: Staff Golf  
**Date:** Tuesday, September 24, 2013 2:43:04 PM  
**Attachments:** [image003.png](#)  
[image005.png](#)

---

Great – I'll talk to David and pinpoint and date and let you know.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Wade Doyle  
**Sent:** Tuesday, September 24, 2013 2:33 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Staff Golf

Gretchen any of the Wednesdays after the 2nd and before the 30<sup>th</sup> will work for the golf course

---

**From:** Gretchen Gordon  
**Sent:** Tuesday, September 24, 2013 11:02 AM  
**To:** Wade Doyle; Greg Gordon

**Subject:** Staff Golf

Wade – I was reviewing with David the possibility of having another staff golf outing, similar to what we did last year. Could you look at the Wednesdays in October and see what would work best for the course?

Greg – It looks like there is an event on Wednesday, Oct 2<sup>nd</sup>, so we wouldn't want to conflict with that. We would likely go back to the Vista Room to eat some lunch afterward.

Let me know what would work best for you and I will begin planning with David.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3408 / Virus Database: 3222/6693 - Release Date: 09/23/13

**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** RE: Staff Golf  
**Date:** Monday, September 30, 2013 3:46:04 PM  
**Attachments:** [image003.png](#)  
[image005.png](#)

---

Wade – Are you good for us to do our staff golf outing on Wednesday, October 9<sup>th</sup>? David just wants to do 3 holes again because of time and then we will be having lunch right after. We were hoping to start about 10:00am – what holes will you have us play? Can you do some of the same fun activities that we did last time?

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Wade Doyle  
**Sent:** Tuesday, September 24, 2013 2:33 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Staff Golf

Gretchen any of the Wednesdays after the 2nd and before the 30<sup>th</sup> will work for the golf course

---

**From:** Gretchen Gordon  
**Sent:** Tuesday, September 24, 2013 11:02 AM  
**To:** Wade Doyle; Greg Gordon  
**Subject:** Staff Golf

Wade – I was reviewing with David the possibility of having another staff golf outing, similar to what we did last year. Could you look at the Wednesdays in October and see what would work best for the course?

Greg – It looks like there is an event on Wednesday, Oct 2<sup>nd</sup>, so we wouldn't want to conflict with that. We would likely go back to the Vista Room to eat some lunch afterward.

Let me know what would work best for you and I will begin planning with David.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3408 / Virus Database: 3222/6693 - Release Date: 09/23/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Staff Training  
**Date:** Tuesday, February 04, 2014 1:57:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)

---

So we will meet on the east side?

---

**From:** Greg Gordon  
**Sent:** Tuesday, February 04, 2014 1:54 PM  
**To:** Gretchen Gordon; Natalie Scott  
**Subject:** RE: Staff Training

Absolutely, I talked to Natalie about it and that would work great. We do have another group that meets up here on Wednesdays at the same time, but we can have them meet on the other side and shut the divider. You had mentioned Sammy's doing the food also so we could just keep that side door open going into there for staff to come and go.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Tuesday, February 04, 2014 1:47 PM  
**To:** Natalie Scott  
**Cc:** Greg Gordon  
**Subject:** Staff Training

We are wanting to have a staff training on Wednesday, February 12th from 11-1. Can we reserve part of the Vista Room? I glanced at the calendar and didn't see anything scheduled.

Please let me know if that will work out.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3462 / Virus Database: 3684/7058 - Release Date: 02/03/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Surge Protector Issue  
**Date:** Thursday, October 03, 2013 2:32:24 PM

---

David reviewed the spreadsheet and was wondering why we paid Travis Williams directly, instead of through Toro?

---

**From:** Greg Gordon  
**Sent:** Thursday, October 03, 2013 2:07 PM  
**To:** Gretchen Gordon  
**Subject:** Re: Surge Protector Issue

I have a spreadsheet that I created, check with Dax I emailed it to him yesterday and he has all the invoices I gave him yesterday also.

Sent from my iPhone

On Oct 3, 2013, at 2:05 PM, "Gretchen Gordon" <[gordon@cedarhills.org](mailto:gordon@cedarhills.org)> wrote:

Do you have other documentation about this incident? I think that since we received money due to the claim, that I will create a file for the documentation.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102

<image001.png>

<image002.jpg>

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---

**From:** Greg Gordon

**Sent:** Thursday, October 03, 2013 1:39 PM  
**To:** Gretchen Gordon  
**Subject:** Fwd: Surge Protector Issue

Since I left can you have somebody (David) print this out, execute this, and send this to thus gentleman so we can get a check cut for the surge issues at the golf course?

Then if there's anything I need to do when I get back next week I can do it.

Sent from my iPhone

Begin forwarded message:

**From:** Dave Diedrich <[REDACTED]>  
**Date:** October 3, 2013 at 1:35:47 PM MDT  
**To:** Greg Gordon <[GGordon@cedarhills.org](mailto:GGordon@cedarhills.org)>  
**Subject:** RE: Surge Protector Issue

Greg;

See attached simple release. Please have it executed and email me a copy. I will order the check from that. When you receive check, just drop the original in regular mail to the undersigned. **When you email me the signed release, please send me specific mailing instructions for the check.**

Thank you!!

---

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3408 / Virus Database: 3222/6718 - Release Date: 10/02/13

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No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3408 / Virus Database: 3222/6718 - Release Date: 10/02/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#); [Brian Cloud](#); [Wade Doyle](#)  
**Subject:** RE: Things  
**Date:** Wednesday, August 07, 2013 11:46:07 AM  
**Attachments:** [image001.png](#)  
[image008.png](#)  
[image010.png](#)  
[image012.png](#)  
[image013.png](#)

---

Brian – Can you take a picture of the desk and send it to me? I will add it to the surplus auction so we can get it out of your place. If you can send me some dimensions, that will also be helpful so we can find out if people are interested.

One way or another, we can get it moved out of there.

Gretchen

---

**From:** Greg Gordon  
**Sent:** Wednesday, August 07, 2013 11:43 AM  
**To:** Gretchen Gordon; Brian Cloud; Wade Doyle  
**Subject:** RE: Things

You can surplus it, if you need it there call Brian to have them take it over to the building or wherever you want it. Wade said it doesn't work for his office configuration and I know Brian wants to get rid of it.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Wednesday, August 07, 2013 11:22 AM  
**To:** Brian Cloud; Wade Doyle  
**Cc:** Greg Gordon  
**Subject:** FW: Things

Did you guys determine if someone can use this desk or should I add it to the surplus auction? If nobody can use it in an office, let me know today, if possible so I can add it to the items for the auction that is starting tomorrow.

Thanks,

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Monday, July 22, 2013 3:30 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Things

I'm not sure, he mentioned Wade may want it for his office so we could take the old square table out of there. I'll have to check with them for sure tomorrow.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, July 22, 2013 3:27 PM  
**To:** Greg Gordon  
**Subject:** RE: Things

Did Brian ever figure out what to do with the desk? Is it usable by somebody?

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Greg Gordon  
**Sent:** Friday, July 12, 2013 10:29 AM  
**To:** Gretchen Gordon  
**Subject:** Things

I tried to call but you were out so I'll just send you an email:

1. Can we push the window cleaning off until next Thursday after 12:00 since there is bad weather forecast on and off tomorrow?
2. Brian has a desk at his office that he needs to get rid of (it's a corner desk). Do you want it to surplus or have him just get rid of it?

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3272 / Virus Database: 3209/6551 - Release Date: 08/04/13

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No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2012.0.2242 / Virus Database: 3209/6057 - Release Date: 08/06/13

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No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3392 / Virus Database: 3209/6556 - Release Date: 08/06/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Time Off Wade  
**Date:** Monday, December 23, 2013 4:00:46 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

I put this on the Shared Calendar.

---

**From:** Greg Gordon  
**Sent:** Monday, December 23, 2013 3:55 PM  
**To:** Gretchen Gordon  
**Subject:** Time Off Wade

Here's a request form for Wade to go hunting in January to add to the calendar.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3462 / Virus Database: 3658/6943 - Release Date: 12/23/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Trailer  
**Date:** Tuesday, October 22, 2013 11:16:31 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image006.png](#)

---

He is going to come Wednesday afternoon to purchase the trailer. David is planning to come to move the trailer today into a stall so that it will be easier for the guy to haul away when it is sold. If you come by the office, could you bring any sets of keys that you have?

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Tuesday, October 22, 2013 11:11 AM  
**To:** Gretchen Gordon  
**Subject:** Trailer

Any word on if the guy is going to buy the trailer?

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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Version: 2013.0.3408 / Virus Database: 3222/6770 - Release Date: 10/21/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Upcoming Christmas Parties/Activities & Sick Leave Payout - RESPONSE REQUIRED BY DECEMBER 9TH  
**Date:** Wednesday, December 04, 2013 5:06:41 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image005.png](#)

---

I will mark those down.

---

**From:** Greg Gordon  
**Sent:** Wednesday, December 04, 2013 4:06 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Upcoming Christmas Parties/Activities & Sick Leave Payout - RESPONSE REQUIRED BY DECEMBER 9TH

How about Darden and PF Changs I guess?

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Wednesday, December 04, 2013 3:25 PM  
**To:** Austin Parks; Becky Galloway; Brenda Shuman; Brian Cloud; Brian Haskell; Chad Scott; Chandler Goodwin; Charl Louw; Colleen Mulvey; David Bunker; Dax Fossum; Dee Howard; Greg Gordon; Jeffrey Maag; Jennifer Peay; Katherine Murdoch; Lauren Jasper; Laurie Anderson; Laurie Petersen; McKay Monson; Mike Carson; Natalie Scott; Nicole Allen; TJ Aston; Travis Austin; Wade Doyle  
**Subject:** Upcoming Christmas Parties/Activities & Sick Leave Payout - RESPONSE REQUIRED BY DECEMBER 9TH

**[Department Heads – Please make sure that all of your employees see this information!](#)**

-

**UPCOMING EVENTS:**

- City Christmas Party: The City Christmas party will be held on Tuesday, December 10<sup>th</sup> @ 6:00pm at the Recreation Center. Casual Dress

- Staff Bowling Party: Wednesday, December 11 @ Jack & Jill Lanes – Lehi We will need to check in at the bowling alley between 11:30-11:45am and are scheduled in the VIP room to bowl at noon. We will play 2 games and have pizza, salad, breadsticks, and beverages provided.
- Staff Christmas Party: The staff party will be on Friday, December 20<sup>th</sup> (this is a date change) at 11:00am - Lunch will be provided. There are 2 activities(optional) that you may also participate in:
  - 2<sup>nd</sup> Annual Ugly Sweater Contest – Bragging rights and a killer trophy for the winner!
  - Gift Exchange – We are going to add a little variety to our format this year. You are welcome to participate by bringing a \$20 gift or by bringing a \$10-20 gift plus a white elephant gift. (Again, participation is optional)

### **GIFT CARDS:**

Typically, the City has generously provided gift cards to the employees at the Staff Christmas Party. Due to IRS requirements, if you receive a gift card, you will be taxed on the dollar amount of the card. We are trying to collect requests from employees to ensure that if you choose to receive a gift card and are taxed on it, that it is for a vendor that you would prefer.

**PLEASE RESPOND BY MONDAY, DECEMBER 9<sup>TH</sup> ON YOUR 2 PREFERRED GIFT CARDS FROM THIS LIST** (This way we can make sure that you receive the card that suits you best!)

If you prefer to receive gift cards from only 1 vendor from the list, you may do that as well. i.e. If I was given the choice to receive 2 gift cards, I could select 1 from Amazon.com and 1 from Best Buy or I could just receive 2 from Amazon.com. Let me know if you have questions.

- Amazon.com
- Best Buy
- Cabela's
- Chili's
- Darden (Good at Red Lobster, Olive Garden, Longhorn Steakhouse)
- iTunes
- Kohl's
- Macy's
- PF Chang's
- Home Depot

### **SICK LEAVE:**

Each December, employees have the opportunity to select 3 options regarding their accrued sick time. Please refer to the attached memo from the Finance Department on those options. **If you would like to receive the 25% payout or transfer to vacation, you MUST e-mail or deliver a written request to Chandler no later than December 10<sup>th</sup>.** If no change is requested by that date, your unused sick leave will remain with your accumulated leave for sick-leave use. If you have a questions about how much eligible sick leave you have, please contact Charl.

Gretchen Gordon

Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3426 / Virus Database: 3657/6889 - Release Date: 12/03/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Mike Carson](#)  
**Subject:** RE: Updated Athletics Guide  
**Date:** Monday, January 06, 2014 9:55:25 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)

---

Do you have the dates for their City celebrations? I can add those 2 dates on and add the logos.

---

**From:** Greg Gordon  
**Sent:** Monday, January 06, 2014 9:54 AM  
**To:** Gretchen Gordon  
**Cc:** Mike Carson  
**Subject:** RE: Updated Athletics Guide

I'm good with that, however I think we need to put the Alpine and Highland logo on there still as they are partnering with us, unless we want to do a different one that will be shared amongst us. Maybe we can do one in Highland with their Fling and YCC activities and take ours off and the same with Alpine??

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Monday, January 06, 2014 9:48 AM  
**To:** Greg Gordon  
**Cc:** Mike Carson  
**Subject:** Updated Athletics Guide

Greg – I did an updated, one-page Athletics Guide that is consistent with what was put in the newsletter. Is it ok to have Mike add this to the website, in place of the past guide? Also, Mike only e-mails the newsletter to about 12 people – most of whom are not residents, so we won't need to send out anything.

Should we also make copies to put in our brochure stand at the City Office? Maybe you could also put them in the brochure stand at the Rec Center? I saved this under Community

Services/Recreation where the others are saved.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3462 / Virus Database: 3658/6976 - Release Date: 01/04/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Updated Athletics Guide  
**Date:** Monday, January 06, 2014 10:49:38 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)

---

I think what I will do it put all 3 logos on them, just as “partnering” but keep them as our specific dates. I will see how to format it to be specific for Highland and Alpine without making it too complicated.

---

**From:** Greg Gordon  
**Sent:** Monday, January 06, 2014 10:41 AM  
**To:** Gretchen Gordon  
**Subject:** RE: Updated Athletics Guide

Highland has their City Fling from July 26<sup>th</sup>-August 2<sup>nd</sup>. Also they have their Easter Egg hunt on April 19<sup>th</sup> so you can take that off as well as all YCC activities for them. Maybe let’s create one for us, Highland, and Alpine and we can update it as we need to with any changes each year?

I’m still waiting to hear back from Marla in Alpine.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

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**Sent:** Monday, January 06, 2014 9:48 AM  
**To:** Greg Gordon  
**Cc:** Mike Carson  
**Subject:** Updated Athletics Guide

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Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3462 / Virus Database: 3658/6976 - Release Date: 01/04/14

**From:** Gretchen Gordon  
**To:** [Mike Carson](#); [Greg Gordon](#)  
**Subject:** RE: Updated Athletics/Events Guide  
**Date:** Wednesday, January 08, 2014 1:55:57 PM  
**Attachments:** [Athletics Events Guide Full Page.pdf](#)  
[image002.png](#)  
[image006.png](#)  
[image007.png](#)

---

Mike – Here is a full page guide for the Cedar Hills’ website. I just made it specific to Cedar Hills. I have created a guide for Alpine City and Highland City individually with their City Celebrations, etc. on them.

Greg – The Highland and Alpine Guides are on the server N:\Community Services\Recreation Athletics Events Guide Full Page (One labeled for Alpine and one for Highland) Check with each city about other events that they would like on their, YCC, etc. Let me know if I need to make more changes. FYI – The Easter Egg Hunt is on the Cedar Hills’ guide, so let me know what is decided on that and I can add it.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Mike Carson  
**Sent:** Monday, January 06, 2014 12:20 PM  
**To:** Greg Gordon  
**Cc:** Gretchen Gordon  
**Subject:** RE: Updated Athletics/Events Guide

I'll put this on the website when I get the re-format from Gretchen.

Thanks,

**Mike Carson**

*Front Desk*

City of Cedar Hills

10246 N Canyon Road

Cedar Hills UT 84062

801-785-9668 ext. 100

Fax: 801-796-3543

[frontdesk@cedarhills.org](mailto:frontdesk@cedarhills.org)

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---

**From:** Greg Gordon  
**Sent:** Tuesday, December 31, 2013 4:54 PM  
**To:** Mike Carson  
**Subject:** Updated Athletics/Events Guide

Here is the updated guide to attach to the Rec. Programs page also.

Thank you Mike.

**Greg Gordon**

*Community Services Director*

City of Cedar Hills

[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)

(801) 785-9668 ext. 601



---

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Version: 2012.0.2247 / Virus Database: 3658/6463 - Release Date: 12/31/13

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Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3462 / Virus Database: 3658/6976 - Release Date: 01/04/14

**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** RE: Updated Lists & Directories  
**Date:** Tuesday, December 17, 2013 3:23:30 PM  
**Attachments:** [image003.png](#)  
[image005.png](#)

---

Thanks for letting me know – I have corrected it.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Wade Doyle  
**Sent:** Tuesday, December 17, 2013 12:34 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Updated Lists & Directories

On the staff directory with B Days it is ok but on the staff photo lists it is wrong

---

**From:** Gretchen Gordon  
**Sent:** Monday, December 16, 2013 4:05 PM  
**To:** Austin Parks; Becky Galloway; Brenda Shuman; Brian Cloud; Brian Haskell; Chad Scott; Chandler Goodwin; Charl Louw; Colleen Mulvey; David Bunker; Dax Fossum; Dee Howard; Greg Gordon; Jeffrey

Maag; Jennifer Peay; Katherine Murdoch; Lauren Jasper; Laurie Anderson; Laurie Petersen; McKay Monson; Mike Carson; Natalie Scott; Nicole Allen; TJ Aston; Travis Austin; Wade Doyle  
**Subject:** Updated Lists & Directories

Here are updated photo directories and extension/birthday lists for our City staff. Please let me know if corrections are needed.

Just a reminder that Friday, December 20<sup>th</sup> is our Staff Lunch and gift exchange. Lunch at 11:00am, Ugly Sweater Contest, and Gift Exchange to follow. (Participation is optional. This is just a time to have fun and enjoy each other's company – no pressure!)

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Version: 2013.0.3462 / Virus Database: 3658/6926 - Release Date: 12/16/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Updated Org Chart  
**Date:** Thursday, October 03, 2013 4:58:57 PM  
**Attachments:** [Org Chart 10-2-13.pdf](#)  
[image004.png](#)  
[image007.png](#)  
[image008.png](#)  
[image010.png](#)

---

Here is the updated organizational chart. Once Chandler finishes editing the new staff pictures, I will be e-mailing out a new org chart, phone list, and picture directory to everyone.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Thursday, September 26, 2013 1:20 PM  
**To:** Gretchen Gordon  
**Subject:** RE: Updated Org Chart

Let's call Becky the Events Coordinator, instead of Assistant Events Manager and we honestly don't need to put Heather and Alex if you don't want to. That isn't a big deal.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Thursday, September 26, 2013 1:16 PM  
**To:** Greg Gordon  
**Subject:** RE: Updated Org Chart

Right now Alex is not on the org chart, but I'll for sure update Natalie and Becky.

---

**From:** Greg Gordon  
**Sent:** Thursday, September 26, 2013 1:15 PM  
**To:** Gretchen Gordon  
**Subject:** Updated Org Chart

When you update the org chart can you add Natalie and change her position to Events Manager and not Recreation & Events Manager? Also add Becky on there as her assistant Events Manager and then Heather and Alex currently are the events hostess'

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



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Version: 2013.0.3408 / Virus Database: 3222/6699 - Release Date: 09/25/13

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Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3408 / Virus Database: 3222/6699 - Release Date: 09/25/13

**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [McKay Monson \(mmonson@cedarhills.org\)](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** RE: Updated Phone List  
**Date:** Thursday, January 16, 2014 9:57:28 AM  
**Attachments:** [image001.png](#)  


---

Just kidding – PLEASE DELETE THE LAST 2 DOCUMENTS. Neither was correct! Here are the correct lists – SORRY.

---

**From:** Gretchen Gordon  
**Sent:** Thursday, January 16, 2014 9:42 AM  
**To:** Austin Parks; Becky Galloway; Brenda Shuman; Brian Cloud; Brian Haskell; Chad Scott; Chandler Goodwin; Charl Louw; Colleen Mulvey; David Bunker (dbunker@cedarhills.org); Dax Fossum; Dee Howard; Greg Gordon; Jeff Maag; Jenny Peay; Katherine Murdoch; Lauren Jasper; Laurie Anderson; Laurie Petersen; McKay Monson (mmonson@cedarhills.org); Mike Carson (mcarson@cedarhills.org); Natalie Scott; Nicole Allen; TJ Aston; Travis Austin (taustin@cedarhills.org); Wade Doyle  
**Subject:** Updated Phone List

Here are updated lists for the Mayor, Council, and committees. There is also an updated Staff List. Please be aware that much of this information is protected information and should not be distributed to the public - this is for internal use.

If you see errors that need to be corrected, please let me know.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**Subject:** RE: Updated Phone List  
**Date:** Thursday, January 16, 2014 9:57:28 AM  
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**To:** Austin Parks; Becky Galloway; Brenda Shuman; Brian Cloud; Brian Haskell; Chad Scott; Chandler Goodwin; Charl Louw; Colleen Mulvey; David Bunker (dbunker@cedarhills.org); Dax Fossum; Dee Howard; Greg Gordon; Jeff Maag; Jenny Peay; Katherine Murdoch; Lauren Jasper; Laurie Anderson; Laurie Petersen; McKay Monson (mmonson@cedarhills.org); Mike Carson (mcarson@cedarhills.org); Natalie Scott; Nicole Allen; TJ Aston; Travis Austin (taustin@cedarhills.org); Wade Doyle  
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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Usage Request Applications  
**Date:** Monday, February 03, 2014 8:25:16 AM  
**Attachments:** [Rec Center Non Profit Usage Application.pdf](#)  
[Recreation Center Usage Application.pdf](#)  
[image003.png](#)  
[image005.png](#)  
[image008.png](#)  
[image011.png](#)  
[image012.png](#)

---

Looked like I didn't send the latest one – I saved it on the server, but I didn't include the right one in the e-mail. So, you may be crazy, but not in this situation!!

Here are the updated forms – They are saved under Community Services/Forms

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Monday, February 03, 2014 8:20 AM  
**To:** Gretchen Gordon; Natalie Scott  
**Subject:** RE: Usage Request Applications

I might be crazy, but I don't see anywhere on this form where it says they need to supply us with a \$1,000,000 insurance certificate. Am I blind and missing something by chance?

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

**From:** Gretchen Gordon  
**Sent:** Friday, January 31, 2014 9:02 AM  
**To:** Natalie Scott  
**Cc:** Greg Gordon  
**Subject:** FW: Usage Request Applications

Natalie – I spoke with Brian at Olympus Insurance and he wanted us to add a line to the forms. (See Below) I have added it to both of the existing forms and updated the .pdf forms as well. We already had a line stating that Commercial Entities had to provide their own Certificate of Insurance, but this makes it more specific as to the minimum amount required. This is something that you need to collect from anybody, other than an individual who is renting the room. Not sure if we have collected this in the past, but we really should to ensure that we are covered.

Let me know if you have any other questions.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Brian Child [<mailto:brianc@olyins.com>]  
**Sent:** Thursday, January 30, 2014 9:15 AM  
**To:** Gretchen Gordon  
**Subject:** RE: Usage Request Applications

Gretchen:

This is a good form. If space permits, I might consider amending the insurance requirements to say 'Commercial entities must provide a Certificate of Liability Insurance, with a minimum General Liability limit of \$1,000,000 for bodily injury and property damage, naming the City of Cedar Hills as additional insured.'

Please do not hesitate to contact me if any questions should arise or if I may be of assistance.

Best regards,



**BRIAN D. CHILD, CIC**  
ACCOUNT EXECUTIVE  
[brianc@olyins.com](mailto:brianc@olyins.com)  
801-486-1146

---

**From:** Gretchen Gordon [<mailto:gordon@cedarhills.org>]  
**Sent:** Wednesday, January 29, 2014 5:02 PM  
**To:** Brian Child  
**Subject:** Usage Request Applications

Brian – I thought that I had run the verbiage that we used on this form by you. Now, I can't seem to find my e-mails to back that up. (Maybe I'm losing my mind!) Anyway, do you feel that the standard waiver language at the bottom would protect the City? I realize that we can be sued by anybody, anytime....basically. The reason that this came up is because we have a high school

lacrosse group that is renting one of the basement rooms for their conditioning class. If a participant was injured, would the high school be responsible or would the City? This is not a city-sponsored activity, simply someone renting the room.

Could you pass along your thoughts on this?

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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Toll Free: 877-759-9935

Fax: 801-485-6943

[www.olyins.com](http://www.olyins.com)

[220 East Morris Ave., Suite 340](#)

[PO Box 65608](#)

[Salt Lake City, Utah 84165](#)

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---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3462 / Virus Database: 3684/7048 - Release Date: 01/31/14

---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3462 / Virus Database: 3684/7053 - Release Date: 02/02/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Vacation Request Form  
**Date:** Monday, October 14, 2013 3:10:16 PM  
**Attachments:** [image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

This has been put on the Shared Calendar.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Monday, October 14, 2013 2:49 PM  
**To:** Gretchen Gordon  
**Subject:** Vacation Request Form

Here's a form for Nicole for a trip to Disneyland with her family in November.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3408 / Virus Database: 3222/6747 - Release Date: 10/13/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Vacation Request Form  
**Date:** Friday, March 14, 2014 12:55:10 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

I have put this on the Shared Calendar.

---

**From:** Greg Gordon  
**Sent:** Friday, March 14, 2014 12:50 PM  
**To:** Gretchen Gordon  
**Subject:** Vacation Request Form

Approved.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3462 / Virus Database: 3722/7196 - Release Date: 03/14/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Vacation Request Form  
**Date:** Tuesday, November 05, 2013 1:21:04 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

I put this on the calendar, but the office is already closed on 11-29-13 for Thanksgiving. I'm assuming she will just need ½ half off on Christmas Eve and then all day on Dec 26<sup>th</sup>?

---

**From:** Greg Gordon  
**Sent:** Tuesday, November 05, 2013 12:50 PM  
**To:** Gretchen Gordon  
**Subject:** Vacation Request Form

Please put these on the calendar for Laurie Anderson's requests.

Thanks.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3426 / Virus Database: 3222/6809 - Release Date: 11/04/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Vacation Request Form  
**Date:** Friday, October 18, 2013 9:32:19 AM  
**Attachments:** [image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

Your request has been approved. I will put this on the Shared Calendar.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Greg Gordon  
**Sent:** Thursday, October 17, 2013 5:06 PM  
**To:** David Bunker  
**Cc:** Gretchen Gordon  
**Subject:** Vacation Request Form

David,

Please see my attached request form for our little cruise and my Dad's sealing in Orlando in February.

Thank you.

Greg Gordon  
*Recreation Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3408 / Virus Database: 3222/6760 - Release Date: 10/17/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Vacation Request Form  
**Date:** Monday, February 03, 2014 4:58:12 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

This has been put on the Shared Calendar.

---

**From:** Greg Gordon  
**Sent:** Monday, February 03, 2014 3:29 PM  
**To:** Gretchen Gordon  
**Subject:** Vacation Request Form

Approved.

Greg Gordon  
*Community Services Director*

City of Cedar Hills  
[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)  
(801) 785-9668 ext. 601



---

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2013.0.3462 / Virus Database: 3684/7053 - Release Date: 02/02/14

**From:** Gretchen Gordon  
**To:** [Wade Doyle](#)  
**Subject:** RE: W4  
**Date:** Monday, March 10, 2014 8:19:01 AM  
**Attachments:** [fw4.pdf](#)  
[image001.png](#)

---

Sorry – I was gone early on Friday. Here is the W-4 and you could just e-mail it to him or have him fill it out next time he is in.

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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---

**From:** Wade Doyle  
**Sent:** Friday, March 07, 2014 3:45 PM  
**To:** Gretchen Gordon  
**Subject:** W4

Is there any way you can email me a copy of a W4 so Jordan Anderson and come and fill it out tomorrow. Please and thank you

---

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3462 / Virus Database: 3722/7164 - Release Date: 03/07/14

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** RE: Windows  
**Date:** Friday, October 04, 2013 2:12:36 PM

---

Inside and outside?

---

**From:** Greg Gordon  
**Sent:** Friday, October 04, 2013 2:12 PM  
**To:** Gretchen Gordon  
**Subject:** Fwd: Windows

Can you check with Natalie on this but my personal opinion is they need to re-do them all. It's not just the top windows.

Sent from my iPhone

Begin forwarded message:

**From:** Aaron Thomas <[REDACTED]>  
**Date:** October 4, 2013 at 11:09:02 AM MDT  
**To:** <[gordon@cedarhill.org](mailto:gordon@cedarhill.org)>, <[ggordon@cedarhills.org](mailto:ggordon@cedarhills.org)>  
**Subject:** Windows

Hello Greg and Gretchen.

The windows at the club house it's just the inside high windows that need to be cleaned better still correct? I've been in contact with some window company to get this taken care of. And just want to make sure were all on the same page.

---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3408 / Virus Database: 3222/6721 - Release Date: 10/03/13

**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Chandler Goodwin](#)  
**Subject:** Rehire Information  
**Date:** Monday, March 03, 2014 5:04:07 PM  
**Attachments:** [image002.png](#)

---

Can you check with the new rehires on a couple of items:

DONALD HALVO:

- Needs updated W-4 (last one we have is from 2008)
- Updated Policy & Procedure Statement signed
- Needs to provide updated documents for Employment Eligibility Verification
  - Driver's License AND Social Security card OR
  - Passport

JORDAN ANDERSON:

- Updated W-4

DUSTIN BLANCHARD:

- Updated Driver's License for Employment Verification (one on file is now expired)
- He updated his W-4 in 2013, but if he wants changes to his exemptions he should do a new one

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** Reminder about Staff Training  
**Date:** Wednesday, October 09, 2013 8:11:44 AM  
**Attachments:** [image001.png](#)

---

I forgot to send out an e-mail reminder yesterday, but today is our staff training. Meet in the Vista Room – West side at 10:00am. Please make sure you are dressed for our outside activity. We will have lunch following the activity.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** Reminder about Staff Training  
**Date:** Wednesday, October 09, 2013 8:11:44 AM  
**Attachments:** [image001.png](#)

---

I forgot to send out an e-mail reminder yesterday, but today is our staff training. Meet in the Vista Room – West side at 10:00am. Please make sure you are dressed for our outside activity. We will have lunch following the activity.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Kaity Lavaja](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Nicole Allen](#); [Scott McMahon](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#); [Zach Fossum](#)  
**Subject:** REMINDER: Staff Training  
**Date:** Tuesday, May 14, 2013 3:23:00 PM  
**Attachments:** [image001.png](#)

---

Just a quick reminder that we will be having Staff Training on Wednesday at 11:00am. We will be meeting in the downstairs conference room – lunch provided.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Chandler Goodwin](#); [David Bunker](#)  
**Subject:** Reserve Vista Room  
**Date:** Monday, March 31, 2014 9:42:50 AM  
**Attachments:** [image001.png](#)

---

Is the Vista Room available on April 8<sup>th</sup>? The Planning Commission is going to hold a special meeting that night. Please let me know.

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Chari Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** Sammy's Winter Hours  
**Date:** Tuesday, September 17, 2013 10:25:44 AM  
**Attachments:** [image004.png](#)

---

Effective today, September 17<sup>th</sup>, Sammy's hours will be as follows:

Monday – Thursday: 10:00am – 9:00pm  
Friday – Saturday: 8:00am – 10:00pm  
Sunday: 8:00am – 4:00pm (On slow days, they may close at 2:00pm)

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** Santa  
**Date:** Wednesday, November 06, 2013 11:17:30 AM  
**Attachments:** [image001.png](#)

---

Do you know if anybody has lined up a "Santa" for the December 9<sup>th</sup> event? I am updating the slides for the monitor and Colleen asked.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [bfreeman@lonepeakfire.com](mailto:bfreeman@lonepeakfire.com); [sliddiard@afc.city.net](mailto:sliddiard@afc.city.net); [Charl Louw](#); [Chandler Goodwin](#); [Jeff Maag](#); [Greg Gordon](#); [David Bunker](#)  
**Subject:** Schedule for New Council Orientation  
**Date:** Thursday, December 12, 2013 4:22:55 PM  
**Attachments:** [image001.png](#)

---

8:00 – 8:15am Breakfast and Welcome

-

Staff Introductions and Presentations:

8:15 – 8:45 Chief Brad Freeman – Lone Peak Fire Department  
8:45 – 9:30 Charl Louw – Payroll/Finance Department  
9:30 - 10:15 Lt. Sam Liddiard - American Fork Police Department  
10:15 – 10:30 Break  
10:30 – 11:15 Jeff Maag – Public Works/Building  
11:15 – 12:00 Greg Gordon – Recreation Department  
12:00 – 1:00 Lunch  
1:00 – 1:45 Chandler Goodwin – Planning/ Zoning/Recorder  
1:45 – 2:45 David Bunker – Administration/HR

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** September Staff Training  
**Date:** Thursday, September 05, 2013 4:39:44 PM  
**Attachments:** [image001.png](#)

---

We will be holding our monthly staff training on Tuesday, September 10<sup>th</sup> at 10:45am. I will send a reminder out on Monday to finalize the location and menu.

Please pass this along to those who many not have easy e-mail access.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** Sports Officials  
**Date:** Thursday, November 07, 2013 11:07:31 AM  
**Attachments:** [image001.png](#)

---

Greg – I still have Personnel Action Notices for Sawyer Young and Gabe Rennert who never came in to do paperwork. I'm assuming that they were not used for officiating and I can destroy these forms?

Please let me know.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Wade Doyle](#); [Greg Gordon](#)  
**Subject:** Staff Golf  
**Date:** Tuesday, September 24, 2013 11:02:04 AM  
**Attachments:** [image001.png](#)

---

Wade – I was reviewing with David the possibility of having another staff golf outing, similar to what we did last year. Could you look at the Wednesdays in October and see what would work best for the course?

Greg – It looks like there is an event on Wednesday, Oct 2<sup>nd</sup>, so we wouldn't want to conflict with that. We would likely go back to the Vista Room to eat some lunch afterward.

Let me know what would work best for you and I will begin planning with David.

Gretchen Gordon  
Executive Assistant/Human Resources  
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**Subject:** Staff Input Requested  
**Date:** Monday, January 06, 2014 9:15:25 AM  
**Attachments:** [image004.png](#)

---

In an effort to improve customer service and patronage at Sammy's Grill at the Cedar Hills Recreation Center, we would like to gather your HONEST feedback. Please email your comments, suggestions, concerns, etc. back to me. I will compile all of the feedback and David will submit it ANONONYMOUSLY to their management, so please feel free to express your feedback openly.

Additionally, please provide what discourages you from eating at Sammy's? What would encourage you to eat at Sammy's?

PLEASE PROVIDE FEEDBACK BEFORE FRIDAY, JANUARY 10<sup>TH</sup>.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**Subject:** Staff Input Requested  
**Date:** Monday, January 06, 2014 9:15:25 AM  
**Attachments:** [image004.png](#)

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Additionally, please provide what discourages you from eating at Sammy's? What would encourage you to eat at Sammy's?

PLEASE PROVIDE FEEDBACK BEFORE FRIDAY, JANUARY 10<sup>TH</sup>.

Gretchen Gordon  
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**Subject:** STAFF SERVICE PROJECT  
**Start:** Wednesday, November 27, 2013 11:00:00 AM  
**End:** Wednesday, November 27, 2013 1:30:00 PM  
**Location:** FOOD AND CARE COALITION

---

We will take a staff picture, deliver canned food and purchased items, tour the Food and Care Coalition, and have lunch.

Please wear your "Great Service We Can Handle It" shirt

**From:** [Gretchen Gordon](#)  
**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Kaitly Lavaja](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Nicole Allen](#); [Scott McMahon](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#); [Zach Fossum](#)  
**Subject:** Staff Training  
**Start:** Wednesday, May 15, 2013 11:00:00 AM  
**End:** Wednesday, May 15, 2013 12:30:00 PM  
**Location:** City Office Building

---

We will be doing our annual Team Building Activity – Lunch will be provided

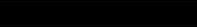
**From:** [Gretchen Gordon](#)  
**To:** [Austin Parks](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeffrey Maag](#); [Jennifer Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [Mike Carson](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin](#); [Wade Doyle](#)  
**Subject:** Staff Training  
**Start:** Wednesday, August 21, 2013 10:00:00 AM  
**End:** Wednesday, August 21, 2013 12:00:00 PM  
**Location:** Recreation Center - Vista room

---

We are starting staff training at 10:00am because we will be covering a number of items:

Discussion of Social Security contributions  
Motor Vehicle policies and reports  
Surplus Auction

Lunch will be provided

**From:** Gretchen Gordon  
**To:** [Jeff Maag](#); [Greg Gordon](#)  
**Subject:** Stratus Evaluation  
**Date:** Friday, November 08, 2013 8:19:27 AM  
**Attachments:**   
[image001.png](#)

---

This is the feedback that I gave to Stratus regarding our cleaning services. They didn't ask for a lot of detail, so most of this is information that has been relayed to Daniel.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**Subject:** Surplus Auction  
**Date:** Monday, August 05, 2013 3:47:46 PM  
**Attachments:** [image002.png](#)

---

We have a number of surplus items that the City will be disposing of. To make the process easy, we will be holding an on-line, internal auction. This will allow employees to bid on items and not have to be present for a sale. I will be posting descriptions and pictures of the items that are available. If you require further detail, or want to see the items in person, please contact me. (Most of the items are in the secure storage area and will require a key to access)

The internal auction will run from **Thursday, August 8<sup>th</sup> until noon on Wednesday, August 14<sup>th</sup>** so make sure to get registered this week. If you are interested in participating, you will need to register through Public Surplus, who hosts our auctions. Auction items must be paid for and picked up no later than Friday, August 16<sup>th</sup>. This is just open to employees.

Also, on **Friday, August 9<sup>th</sup>**, we will have a number of FREE items that are available on a first-come, first-served basis. (This includes some kitchen items, holiday decorations, etc.) You may come to the City Office, Training Room/Lunch Room, any time after 8:00am that day to see what is available. You must take the items at that time.

(Registration information below)

\*\*\*\*\*

Below you will find the link for internal users:

<http://www.publicsurplus.com/sms/cedarhills.ut/register/internal>

Reg Code: **MIST 76 CRY 70**  
(must be entered all caps with spaces)

\*\*\*\*\*

Gretchen Gordon  
Executive Assistant/Human Resources  
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**Subject:** Surplus Trailer for Sale  
**Date:** Thursday, September 26, 2013 10:26:27 AM  
**Attachments:** [Trailer for Sale 2013.pdf](#)  
[image004.png](#)

---

The City is currently selling a 24' enclosed trailer. We are opening this up to City staff before placing a public ad. If you are interested in purchasing this trailer, please contact me. (See attached information sheet) First come, first served. The minimum bid is \$5,000. We will place a public ad if the trailer is not sold by October 7, 2013.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**Subject:** Time Card Submissions  
**Date:** Tuesday, March 18, 2014 3:38:12 PM  
**Attachments:** [image001.png](#)

---

PLEASE make sure that all timecards are submitted to Chandler before noon on Monday, March 24<sup>th</sup>. Chandler will be out of town Tuesday – Thursday so payroll needs to be processed on Monday.

Thanks for your cooperation.

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [McKay Monson \(mmonson@cedarhills.org\)](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** Time Card Submissions  
**Date:** Tuesday, March 18, 2014 3:38:12 PM  
**Attachments:** [image001.png](#)

---

PLEASE make sure that all timecards are submitted to Chandler before noon on Monday, March 24<sup>th</sup>. Chandler will be out of town Tuesday – Thursday so payroll needs to be processed on Monday.

Thanks for your cooperation.

Gretchen Gordon, CMC  
Executive Assistant/Human Resources  
801-785-9668 x102



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**Subject:** Upcoming Christmas Parties/Activities & Sick Leave Payout - RESPONSE REQUIRED BY DECEMBER 9TH  
**Date:** Wednesday, December 04, 2013 3:25:24 PM  
**Attachments:** [sick leave memo 2013.pdf](#)  
[image004.png](#)

---

## **Department Heads – Please make sure that all of your employees see this information!**

-

### **UPCOMING EVENTS:**

- City Christmas Party: The City Christmas party will be held on Tuesday, December 10<sup>th</sup> @ 6:00pm at the Recreation Center. Casual Dress
- Staff Bowling Party: Wednesday, December 11<sup>th</sup> @ Jack & Jill Lanes – Lehi We will need to check in at the bowling alley between 11:30-11:45am and are scheduled in the VIP room to bowl at noon. We will play 2 games and have pizza, salad, breadsticks, and beverages provided.
- Staff Christmas Party: The staff party will be on Friday, December 20<sup>th</sup> (this is a date change) at 11:00am - Lunch will be provided. There are 2 activities(optional) that you may also participate in:
  - 2<sup>nd</sup> Annual Ugly Sweater Contest – Bragging rights and a killer trophy for the winner!
  - Gift Exchange – We are going to add a little variety to our format this year. You are welcome to participate by bringing a \$20 gift or by bringing a \$10-20 gift plus a white elephant gift. (Again, participation is optional)

### **GIFT CARDS:**

Typically, the City has generously provided gift cards to the employees at the Staff Christmas Party. Due to IRS requirements, if you receive a gift card, you will be taxed on the dollar amount of the card. We are trying to collect requests from employees to ensure that if you choose to receive a gift card and are taxed on it, that it is for a vendor that you would prefer.

**PLEASE RESPOND BY MONDAY, DECEMBER 9<sup>TH</sup> ON YOUR 2 PREFERRED GIFT CARDS FROM THIS LIST** (This way we can make sure that you receive the card that suits you best!)

If you prefer to receive gift cards from only 1 vendor from the list, you may do that as well. i.e. If I was given the choice to receive 2 gift cards, I could select 1 from Amazon.com and 1 from Best Buy or I could just receive 2 from Amazon.com. Let me know if you have questions.

- Amazon.com
- Best Buy
- Cabela's
- Chili's
- Darden (Good at Red Lobster, Olive Garden, Longhorn Steakhouse)

- iTunes
- Kohl's
- Macy's
- PF Chang's
- Home Depot

### **SICK LEAVE:**

Each December, employees have the opportunity to select 3 options regarding their accrued sick time. Please refer to the attached memo from the Finance Department on those options. **If you would like to receive the 25% payout or transfer to vacation, you MUST e-mail or deliver a written request to Chandler no later than December 10<sup>th</sup>.** If no change is requested by that date, your unused sick leave will remain with your accumulated leave for sick-leave use. If you have a questions about how much eligible sick leave you have, please contact Charl.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**Subject:** Upcoming Staff Activities  
**Date:** Friday, October 04, 2013 10:48:13 AM  
**Attachments:** [image002.png](#)

---

Wednesday, Oct 9th: **10:00am Golf/Putting Social & Lunch** Please bring your clubs or at least track down a putter to use! (There are a few rental clubs available at the course, but please try to bring one, if possible) Weather permitting, we will spend some time having fun on the course...come dressed to be outside though! Lunch will be provided. Location: Recreation Center

Thursday, October 31<sup>st</sup>: **11:30am Halloween Pot luck Lunch** (Costumes are encouraged) Bring a food item to share; chili and soups will be provided. Please put your food in the kitchen early so that we can get everything set up in time for the party. Location: City Office, Basement Conference Room

Wednesday, Nov 27<sup>th</sup>: **9:00am Staff Service Project & Lunch** 2<sup>nd</sup> Annual Staff Service Project will be to purchase items for the Food and Care Coalition in Provo; this is a different location from last year. As this gets closer, we will coordinate with the Food and Care Coalition about what their most urgent needs are and purchase accordingly. Rocky Mountain Power will be providing a supplemental donation to what employees contribute this year. We are excited to have their support as we try to help others who may be in need. We will be wearing our "Great Service – We Can Handle It" t-shirts on that day. (If you didn't receive a shirt last year, we have one on order. If you can't find your shirt, please let me know) We are working out the final details of participation "rewards" in the form of a gift card. (Due to new IRS regulations, gift cards may be viewed as taxable income...stay tuned for further information)

Looking ahead to December:

- Tuesday, December 10<sup>th</sup> City Christmas Party – Vista Room
- Wednesday, December 11<sup>th</sup> Staff Bowling
- Thursday, December 19<sup>th</sup> Staff Lunch & Gift Exchange

Gretchen Gordon  
Executive Assistant/Human Resources

801-785-9668 x102



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**Attachments:** [image002.png](#)

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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Subject:** Updated address  
**Date:** Wednesday, December 18, 2013 4:40:23 PM  
**Attachments:** [image001.png](#)

---

The Christmas card for Gary Heaton, ValPak was returned. Do you have an updated address for him?

It was sent to:



Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** Gretchen Gordon  
**To:** [Greg Gordon](#)  
**Cc:** [Mike Carson](#)  
**Subject:** Updated Athletics Guide  
**Date:** Monday, January 06, 2014 9:47:48 AM  
**Attachments:** [Athletics Events Guide Full Page.pdf](#)  
[image001.png](#)

---

Greg – I did an updated, one-page Athletics Guide that is consistent with what was put in the newsletter. Is it ok to have Mike add this to the website, in place of the past guide? Also, Mike only e-mails the newsletter to about 12 people – most of whom are not residents, so we won't need to send out anything.

Should we also make copies to put in our brochure stand at the City Office? Maybe you could also put them in the brochure stand at the Rec Center? I saved this under Community Services/Recreation where the others are saved.

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**Subject:** Updated Lists & Directories  
**Date:** Monday, December 16, 2013 4:05:14 PM  
**Attachments:**   
[image002.png](#)

---

Here are updated photo directories and extension/birthday lists for our City staff. Please let me know if corrections are needed.

Just a reminder that Friday, December 20<sup>th</sup> is our Staff Lunch and gift exchange. Lunch at 11:00am, Ugly Sweater Contest, and Gift Exchange to follow. (Participation is optional. This is just a time to have fun and enjoy each other's company – no pressure!)

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**Subject:** Updated Phone List  
**Date:** Thursday, January 16, 2014 9:41:35 AM  
**Attachments:**   
[image001.png](#)

---

Here are updated lists for the Mayor, Council, and committees. There is also an updated Staff List. Please be aware that much of this information is protected information and should not be distributed to the public - this is for internal use.

If you see errors that need to be corrected, please let me know.

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**From:** Gretchen Gordon  
**To:** [Austin Parks](#); [Becky Galloway](#); [Brenda Shuman](#); [Brian Cloud](#); [Brian Haskell](#); [Chad Scott](#); [Chandler Goodwin](#); [Charl Louw](#); [Colleen Mulvey](#); [David Bunker \(dbunker@cedarhills.org\)](#); [Dax Fossum](#); [Dee Howard](#); [Greg Gordon](#); [Jeff Maag](#); [Jenny Peay](#); [Katherine Murdoch](#); [Lauren Jasper](#); [Laurie Anderson](#); [Laurie Petersen](#); [McKay Monson \(mmonson@cedarhills.org\)](#); [Mike Carson \(mcarson@cedarhills.org\)](#); [Natalie Scott](#); [Nicole Allen](#); [TJ Aston](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Wade Doyle](#)  
**Subject:** Updated Phone List  
**Date:** Thursday, January 16, 2014 9:41:35 AM  
**Attachments:**   
[image001.png](#)

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Here are updated lists for the Mayor, Council, and committees. There is also an updated Staff List. Please be aware that much of this information is protected information and should not be distributed to the public - this is for internal use.

If you see errors that need to be corrected, please let me know.

Gretchen Gordon  
Executive Assistant/Human Resources  
801-785-9668 x102



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**From:** [Gretchen Gordon](#)  
**To:** [Mike Carson](#); [Colleen Mulvey](#); [David Bunker](#); [Brenda Shuman](#); [Dee Howard](#); [Jeff Maag](#); [Travis Austin \(taustin@cedarhills.org\)](#); [Chad Scott](#); [TJ Aston](#); [Brian Haskell](#); [Dax Fossum](#); [Lauren Jasper](#); [Chandler Goodwin](#); [Charl Louw](#); [Greg Gordon](#); [Wade Doyle](#); [Brian Cloud](#); [Austin Parks](#)  
**Subject:** UTAH RETIREMENT SYSTEMS

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Valerie Busico, from URS, will be coming to our office to review options for 401K/457 participation. This will be good information for all full-time employees as we move toward opting out of Social Security. There are many options for 401K/457 and this is just one that you may consider....it is not required that you use URS.

**From:** [Wade Doyle](#)  
**To:** [David Bunker](#)  
**Cc:** [Greg Gordon](#)  
**Subject:** Year to date tournaments by month  
**Date:** Tuesday, May 13, 2014 1:20:00 PM

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April-3

May-6

June-5

July-1

August-7

September-3