

To: Hildale City Mayor and Council
From: City Manager Eric Duthie
Date: March 1, 2023
Re: Monthly update and report

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This is a general report of actions and administrative issues addressed during the previous month and advisory of actions and issues to address during the new month. If you have a specific question, please contact me directly.

General Information:

- City offices were closed on February 20, 2023, for Presidents Day
- Reviewed and approved permit applications
- Met with various residents to discuss issues and concerns.
- Staff meeting in person and virtual training including:
 - ✓ Situational Awareness for Every Workplace
 - ✓ Preventing workplace burns
 - ✓ Personal wellbeing at work
 - ✓ Social Engineering Fraud
 - ✓ 13 Ways to Kill your community
 - ✓ Your Land, Your Plan
 - ✓ Power Line Safety
- Updated Facebook messaging.
- Economic Development Master Plan development continuing
- Coordinated the rate study process with consultant.
- Economic Development meetings scheduled.

Actions taken:

- ❖ External Agency/Group interchange:
 - What's Up Down South ED Conference (Schedule included)
 - Economic Insights – What Drives Utah's Strong Economy?
 - What's Up Down South Video
 - The Economic Importance of Water
 - Where We've Been and Where We're Headed
 - How Your Company Can Thrive by Living Intentional Values
 - Employee Drought, A Local Solution
 - Trends & Outlook for Southern Utah's Economy
 - Revenue Operations & CRM: Organizing and Automating Your Customer Lifecycle (To Make \$\$\$ Hand-Over-Fist)
 - Commercial Real Estate Market Update
 - How Your Company Can Thrive by Living Intentional Values
 - The Power of Strategic Framework
 - Trends & Outlook for Southern Utah's Economy
 - Exponential Sales Partnerships: Building a Global Distribution Network

- “One Utah” by Governor Spencer J Cox
 - Introduced by Hildale Mayor Jessop
 - Meet with Success: The Essential Role of the Leader in Changing Meeting Culture
- Attended the January Chamber of Commerce meeting.
 - Coordinated with Upper Mesa Economic Development Group
 - Coordinated a public orientation meeting date with the U.S. Forest Service
 - Hosted a utility assistance payment “H.E.A.T.” onsite opportunity.
 - Attended the Court Monitor Outreach Stakeholder meeting.
 - Attended the Dixie Regional Transportation Expo
 - Attended the Short Creek Coalition meeting.
 - Assisted Council member Seay schedule a Veterinarian Clinic
 - Registered the City for a booth at the UZONA Chamber of Commerce Expo
 - Met with the South-Central Communications to discuss community issues.
 - Washington County Fair participation confirmed.
 - Discussed issues with Zions Public Funding representative.
 - Met with Utah State University outreach coordinator to discuss remote work assistance for residents.
 - Enrolled staff for free training and staff mentoring through Southern Utah University
 - Met with Utah Governor’s Office staff.
 - Conducted a Council work session with the UEP.
 - Coordinated with the ULCT for legislative inquiries.

❖ Internal interchange:

- Water Impact Fee report reviewed.
- Addressed Natural Gas cost increases and public notice.
- Reviewed Economic Development Administration Grant opportunities.
- Discussed issues with multiple vendors.
- Reviewed EDA loan options.
- Reviewed Rural Loan Information
- Reviewed US SBA options for Economic Development
- Upper Mesa Economic Development Group coordination
- Met with Municipal Court Judge to identify improvements and court audit issues.
- Utah Avenue and other streets potholes filled as weather allows.
- Provided a social media response to inquiries about City policy.
- Reviewed and analysed all Utility late payments for policy changes.
- Hired two full time employees (were part time employees)
- Conducted staff training.
 - Harassment, Discrimination and Workplace Violence Prevention Regional Training
 - Olympus Risk Stop the Bleed training to staff
 - Coordinated utility consultant project management training with staff.
- Business License application review processed improved.

- Hosted Emergency Service Dispatchers for a site visit to City Hall
- Mayor and Council member Barlow attended Utah Legislative Day
- Upper Mesa Economic Survey approved for distribution.
- Natural Gas update message to public distributed for social media and utility board
- Innovation Coordinator applications reviewed, and all candidates notified of result
- Conducted a Utility Advisory Board meeting.
- Attended a local community family resource meeting.
- Initiated budget preparations.

Future actions

- Prepare the natural gas fee tariff for Council.
- Prepare Impact Fee report for Utility Board and Council review
- Host a public orientation meeting with the U.S. Forest Service
- Review and improve the permit application process.
- Host a second utility assistance payment “H.E.A.T.” onsite opportunity
- Submit the Hildale City Roadway Master Plan to Council in April
- Host a Veterinarian Clinic
- Prepare Impact Fee for Council review.
- Hire an Innovation Coordinator through grant funding