

To: Hildale City Mayor and Council
From: City Manager Eric Duthie
Date: September 1, 2021
Re: Monthly update and report

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:

- Finalizing General Plan with consultant.
- Staff meeting trainings
 - What is Regionalism for Hildale?
 - Five County AOG Programs
 - Our Mission to Accomplish
 - Staff Salary Reallocation process and impacts
- Continued coordination of the UZONA/School District project.
- Continued the CDBG project.
- Continued the SRTS project.
- Coordinated efforts with Colorado City staff and administration
- Attended the Colorado City Town Council meeting
- Continued review of Inter local agreements.
- Continued discussing issues with Court Monitor Roger Carter.
- Utility Board Meeting conducted.
- Met with various residents to discuss issues and concerns.
- Updated the City Website.
- Updated Facebook messaging.
- Reviewed and approved Utilities Deputy Directors reports.
- Continued cooperation in a criminal investigation of a contractor.
- Utilities Coordination Meeting
- Coordinated financial reviews with consultant.

Actions taken:

- ✓ Staff salary allocation template analyzed and recorded
- ✓ Staff goals reviewed; assistive plan developed
- ✓ Addressed several zoning inquiries concerning commercial opportunities.
- ✓ Continued the development of an Event Standards policy for public property usage.
- ✓ Capital Asset Inventory continuing
- ✓ Continued an internal utility billing audit to identify and correct billing deficiencies.
- ✓ General Plan draft reviewed by Planning Commission.
- ✓ Zoning Commission Public Hearing notices issued
- ✓ Coordinated a staff review of the fiber agreement for improvement

- ✓ Coordinated with Five County AOG concerning grant funding for \$18M water infrastructure projects
- ✓ Coordinated a meeting with The U.S. Economic Development Administration Regional Office (Denver, CO) concerning possible grant opportunities for Travel, Tourism & outdoor Recreation \$750M; Build Back Better Challenge \$1B; Economic Adjustment Assistance \$500M; and the Good Jobs Challenge \$500M under the Federal Grants Program.
- ✓ American Rescue Plan Act (ARPA) webinar attended
- ✓ Travel, Tourism and Outdoor Recreation webinar attended
- ✓ Economic Development Administration 101 (Basics) and the American Rescue Plan webinar attended
- ✓ Reviewed FY20/FY21 "COVID 19" funds actuals
- ✓ United States Constitution Week Proclamation prepared
- ✓ Garkane Energy Proclamation prepared
- ✓ Accounts Payable Clerk/Deputy Recorder resigned
- ✓ Reviewed EDA Notice of Financial Availability & ARPA grants leverage options
- ✓ Water utility illegal connection resolved without court action
- ✓ Reviewed and approved a job announcement
- ✓ New student intern accepted
- ✓ Review website transition preparation
- ✓ Initiated an Organizational Assessment and Recommendations report for Council
- ✓ Met with Judge and City Prosecutor for status/check-in
- ✓ Reviewing inquiry about 2019 settlement agreement funds and status
- ✓ Reviewed and renewed municipal Liability Insurance with Olympus Insurance
- ✓ Hosted an annexation meeting with interested party
- ✓ Published a Community Impact Board Public Hearing notice
- ✓ Published a General Plan Public Hearing notice
- ✓ Responded to inquiry for U.S. Constitution Proclamation
- ✓ Attended a Washington County Law Enforcement recruitment strategy meeting
- ✓ Attended a COVID-19 Local Assistance Matching Grant Program webinar
- ✓ Met with a film production company to discuss potential project participation
- ✓ Coordinated a Utah Sales Tax review and coordinated with the Utah State Tax Commission

Future actions

- Finalize internal audit of utility billings.
- Finalize Event Standards policy for all events utilizing city property.
- Finalize transition of website to Municode software.
- Establish safety training schedule through Olympus Insurance resources
- Issue bid documents for improvements to the "Mulberry" Building
- Participate in the North Mohave Attainment Hub Committee for educational development.
- Finalize review of the fiber utility agreement and improvement
- Renew legislative relationships in Arizona
- Participate in broadband meeting with the Arizona Commerce Authority
- Participate in Risk Management training
- Participate in League training