

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

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:

- Reviewed and approved permit applications
- Met with various residents to discuss issues and concerns.
- Staff meeting in person and virtual training including:
  - Dignity Index review (training)
- Updated Facebook messaging.
- Economic Development Master Plan development continuing
- Coordinated the rate study process with consultant.
- Responded to media inquiries.
- Coordinated issues with the Upper Mesa Economic Development Group
- VETERANS DAY Fri 11/10/2023 OFFICE CLOSED
- THANKSGIVING DAY Thu 11/23/2023 OFFICE CLOSED
- THANKSGIVING DAY Fri 11/24/2023 OFFICE CLOSED

Actions taken:

- ❖ External Agency/Group interchange:
  - Prepared US Economic Development Administration Grants
  - Conducted various water strategies meetings.
  - Water rights hearing status update to November
  - Coordinated the “What's Up Down South” video.
  - Participated in the Utah Rural Leadership Academy
  - Federal website research CDBG/SRTS registrations
  - PTIF access for financial consultants
  - UDOT Technical Planning Assistance
  - Governor’s Office of Planning and Budget process interview conducted.
  - Single event alcohol permit reviewed for the 2024 Colorado City Music Festival
  - Chamber of Commerce scholarship funds issue discussed and reviewed.
  - Responded to Utah Department of Transportation hazardous traffic conditions survey.
  - Hildale Subdivision Code Update Memorandum of Understanding reviewed/signed.
  - Water rights transfer hearing testimony prepared.
  - Hosted a Utah State University Rural Online meeting.
  - Mohave Community College Collaboration discussed.
  - Attended the “Utah Coordinated Action Plan for Economic Vision 2030” meeting.
  - Hosted Utah Tech University management team to a site-visit and discussion.

- Participated in the “No Cost Cybersecurity Services for Local Government Entities” project.
- Accepted invitation and attended the North Mohave Campus Advisory Council meeting.
- Attended the Utah Department of Transportation Trails project update.
- Attended the “State and Local Fiscal Recovery Funds (SLFRF) Obligations Interim Final Rule” webinar.
- Completed a Real Property Transfer Survey for property deeds.
- Attended webinar “How to partner with EDA.
- Well certification issues reviewed.
- Legislative Policy Committee participation
- Community Asset Self Inventory and Community Development Block Grant Application prepared.
- Mohave Community College Collaboration agreement approved.
- Attended the Utha Department of Transportation Commission area tour.
- Assisted Washington County Election Department (no contact with Hildale ballots)
- Received certification approval with a “clean” audit report for natural gas distribution in Arizona.
- Reviewed Utah Geospatial Resource Center GIS update/status
- Approved a request to host GED studies (in coordination with Cherish Families) at the Innovation Center building.
- Contacted by Washington County Attorney to discuss Justice Court Reform
- Reviewed the Utah Cyber Center KnowBe4 - Security Awareness and Training
- Dixie Transportation / Council of Mayors attended.
- Reviewed the end of year Small Business Administration Lending report.
- Submitted Notice of Interest for Mitigation Direct Technical Assistance
- Completed enrollment for FEMA GO website.

❖ Internal interchange:

- Conducted a Planning and Zoning meeting.
- Innovation Center training and assistance continuing.
- Addressed building permit concerns.
- FY23 audit requests/responses
- Site visit to Zion View Campgrounds
- Reviewed draft Water Master Plan
- Reviewed draft of Impact Fee Plan
- Trails system maps reviewed.
- Maxwell Park plans reviewed.
- City/County Cybersecurity Outreach Team coordination
- Custodial (Parks/Innovation Center/City Hall) services reviewed.
- Justice Court Recertification Packet review and assigned.
- Conducted a Planning and Zoning Commission Meeting
- Elected Officials Essentials: Newly Elected Official Crash Course registered.
- Approved tree removal from exterior stair/ramp access to City Hall
- Expense reduction memo issued.

- Conducted a Utility Advisory Board meeting.
- Industrial Lot lease reviews
- Public Improvement District orientation/review
- Utility Operator Certification plan reviewed.
- Finance completion for Horton 457 Type I Ambulance
- TKS Fiber Extension reviewed and approved.
- Easement Encroachment Permit distribution process reviewed.
- Reviewed utilities GPS inventory
- Confirmed General Commercial zoning for potential restaurant location.
- Continued work on a development agreement for Skye Valley development
- Coordinated general discussion of a regional wastewater option.
- Prepared basic city fee schedule amendment.
- Prepared a Senate presentation for site visit.
- Prepared a new Safe Routes to School (SRTS) grant application.
- Met with Colorado City Town Manager to coordinate efforts.
- Prepared Innovation Center Infrastructure plan
- Newly Elected Councilmembers orientation Template prepared and distributed.
- Acknowledged request from Ash Creek Special District to discuss wastewater options.
- Followed up discussion with Centennial Park Water concerning wastewater.
- Noticed Fair Housing Training schedule.
- Reviewed WCWCD Air Gap inspection documents
- Hildale Innovation Center Traffic Study and Concept Design Scope and Engineer Fee prepared.
- Reviewing potential cost savings with telephone provider
- Hosted Greater Zion Utah to a site-visit and area tour and strategy discussion.

Future actions

- Complete the City Prosecutor agreement.
- Justice Court Recertification Packet submitted to Council.
- Prepare SRTS grant submitted to Council.
- Prepare CDBG grant submitted to Council.
- Issue bids for Innovation Center infrastructure projects
- Complete the DOJ annual training.
- Continue discussions with the U.S. Census Department
- Host Utah Legislative Delegation site-visit and strategic plan discussion