

To: Hildale City Mayor and Council  
From: City Manager Eric Duthie  
Date: February 1, 2023  
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:

- City offices were closed on January 2, 2023, for New Year's Holiday
- City offices were closed on January 16, 2023, for Martin Luther King Holiday
- 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
- Attended a UEP meeting.
- Coordinated the rate study process with consultant.
- Economic Development meetings scheduled.

Actions taken:

- ❖ External Agency/Group interchange:
  - January Chamber meeting attended.
  - Coordinated with Upper Mesa Economic Development Group
  - Tour/reviews of Innovation Centers in Vernal and Price Utah conducted
  - Attended 2023 Utah Local Officials Day at the Legislature
  - Introduced Hildale/UMEDG to the Rural Utah Chamber Coalition
  - Engaged the SUU free tourism certificate program for staff.
  - Responded to an inquiry of flooding needs from the Governor's office
  - Introduced Hildale/UMEDG to EDCUtah
  - Hosted a Colorado City Council visit to City Hall
  - Coordinated a public orientation meeting date with the U.S. Forest Service
  - Attended the Kane County "Raising Kane Business Summit"
  - Attended the Five County Association of Governments Steering Committee mtg.
  - Coordinated to host Utah Tech Business Outreach opportunities.
  - Attended the State-wide Economic Vision 2030 Stakeholder Workshop

- Hosted the Regional Partnership Luncheon and roundtable.
- Coordinated evaluation of the R.A.R.E. assessment with Cherish Families
- Mohave Community College advancement opportunities shared through Facebook.
- Engaged in Emergency Medical Services legislative issues.
- Coordinated a utility assistance payment “H.E.A.T.” site meet for February and March

❖ Internal interchange:

- Water Impact Fee report reviewed.
- Addressed Personnel issues.
- Address Natural Gas cost increases and public notice.
- Executed an Interim Court Clerk contract.
- Reviewed video of innovation centers success
- North Carling Street flooding repairs completed.
- Prepared Mayor Jessop intro of Hildale and Governor Cox to economic summit.
- Reviewed Economic Development Administration Grant opportunities.
- Reviewed Utility projects status with Director and Consultant
- Discussed issues with multiple vendors.
- Corrected deficiencies in accounts payable delays
- On Call Engineering Contracts reviewed and sent to City Attorney
- Innovation Coordinator position announcement finalized and released.
- Renewed Utah Department of Work Services H.E.A.T. program IGA.
- City Recorder position interest letter notice released internally.
- Executed agreement with Viewpoint Financial (expanded scope of finance services)
- Provided a media response of Council meeting follow-up.
- Met with Judge to identify improvements and court audit issues.
- Conducted a two-day Hildale City Council Planning Retreat
- Hosted City Council, Utility Board, Planning Commission to a work session
- Hosted City Council and UZONA Chamber of Commerce Board to a work session
- Administrative FTE position interest letter notice released internally.
- Utah Avenue and other streets pothole filling
- Grant contract review and signed.
- Coordinated training logistics with Utility Consultant
- Hildale Day of Hope ideas discussed.
- Room Heater Purchase policy and liability form issued.
- Utah Ave and N. Calling Street prep for weekend cultural arts event
- Scheduled preliminary review of Innovation Coordinator applications
- Utility Tax break for January discussed for Council agenda.

Future actions

- Prepare the natural gas fee tariff for Council.
- Prepare Impact Fee report for Utility Board and Council review.
- Conduct project management training with staff.