

To: Hildale City Mayor and Council
From: City Manager Eric Duthie
Date: January 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:

- I was out of office during the Christmas and New Year's holiday week
- City offices were closed on December 26 for Christmas
- Reviewed and approved permit applications
- Met with various residents to discuss issues and concerns
- Staff virtual training continuing
- Updated Facebook messaging
- Economic Development Master Plan development continuing
- Attended a UEP meeting
- Coordinated with Upper Mesa Economic Development Group
- Coordinated the rate study process with consultant

Actions taken:

- ✓ Water Impact Fee report shared for review
- ✓ Addressed Personnel issues
- ✓ Prepared presentation for Economic Summit in St. George
- ✓ Hosted the second annual Hildale Christmas Tree Lighting
- ✓ Prepared issues for Legislative Day
- ✓ Filed 5% grant invoice with GOBP
- ✓ Disperse Gala Tickets to Council
- ✓ Attended the Mohave Community College Christmas community event
- ✓ Attended the Mohave County Community vision meeting
- ✓ Facilitated an introduction of Fredonia Mayor to Mayor Jessop for regional cooperation
- ✓ Attended webinar "Introduction to the Economic Development Capacity Index (EDCI)"
- ✓ Attended webinar "Innovative Finance Playbook Launch Event"
- ✓ New leased vehicles delivered
- ✓ Rescheduled Project Management Training for staff (Consultant ILL)
- ✓ Attended the annual Police Department appreciation dinner
- ✓ Hosted an economic development coordination meeting with Mohave County
- ✓ Interim City Treasurer position posted internally
- ✓ Coordinated Interim Court Clerk options
- ✓ Authorized City logos installation

- ✓ Issued interim staff assignments
- ✓ Interviewed Part Time Employee applicants
- ✓ Facilitated media interview for Mayor concerning 2022 activity summary
- ✓ Attended the annual Hildale City-Colorado City Fire Department annual dinner
- ✓ Conducted City Treasurer Interview
- ✓ Received confirmation of Grant award

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 by consultant
- Attend the 2023 Utah League Legislative Day