

To: Hildale City Mayor and Council  
From: City Manager Eric Duthie  
Date: December 1, 2022  
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 closed on November 11 for Veterans Day holiday
- City offices closed on November 24 for Thanksgiving
- City offices closed on November 25 for Day after Thanksgiving
- Reviewed and approved permit applications
- Conducted Planning & Zoning meeting
- Met with various residents to discuss issues and concerns
- Staff virtual training continuing
- Staff is scheduling time-off leading into the holiday season.
- Updated Facebook messaging
- Continued developing the Roadway Master Plan
- Human Resources discussion and personnel file review
- Continued a review of industrial lot ownership
- Economic Development Master Plan development continuing
- Attended a UEP meeting
- Coordinated with Upper Mesa Economic Development Group
- Participated in Department Head Meeting

Actions taken:

- ✓ Participated in on-site Department of Justice (DOJ) status interview
- ✓ Participated in Court Monitor Stakeholders' meeting
- ✓ Water Impact Fee report reviews and updates
- ✓ Addressed Personnel issues
- ✓ Addressed litigation notice
- ✓ Delegated weekly Plus One site construction site meeting
- ✓ Participated in Utah Growth Discussions
- ✓ Participated in Community Survey meeting with Five County Economic Development

- ✓ Participated in DOJ Mandatory Training
- ✓ Met with Colorado City and Arizona Department of Transportation Aeronautics Division to discuss airport improvements and impacts
- ✓ Revised the Master Event application and procedure
- ✓ Fiber grant semi-annual report submitted to Governor's Office of Planning and Budget
- ✓ Prepared presentation for the 2023 "What's Up Down South Economic Summit" in St. George in February
- ✓ Completed UZONA Chamber of Commerce Gala reservations
- ✓ Maxwell Park Restroom repairs completed
- ✓ Coordinated the rate study process with consultant
- ✓ Discussed branch expansion options with Zions Bank
- ✓ Reviewed and processed payroll oversight issues
- ✓ Reviewed ARPA funding guidelines
- ✓ Met with Cherish Families to discuss grant opportunities, "RARE" survey data, and community needs
- ✓ Prepared and submitted Rural Community Opportunity Grant to Governor's Office of Economic Opportunity
- ✓ Attended the Plus One Project Ground-breaking ceremony
- ✓ Reviewed short term rental issues

#### Future actions

- Host the second annual Hildale Christmas Tree Lighting
- Prepare the natural gas fee tariff for Council
- Prepare Impact Fee report for Utility Board and Council review
- Prepare a dark skies ordinance amendment for review by Planning and Zoning Commission
- Prepare a short-term rental owner occupancy requirement for review by Planning and Zoning Commission
- Conduct project management training with several staff members by consultant
- Attend the 2023 Utah League Legislative Day
- Prepare the street vacation policy for review
- City offices will be closed on December 26 for Christmas holiday
- Prepare the roadway master plan for Council review