

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

- Reviewed and approved permit applications
- Met with various residents to discuss issues and concerns.
- Staff meeting in person and virtual training including:
  - ✓ League manual
- Updated Facebook messaging.
- Economic Development Master Plan development continuing
- Coordinated the rate study process with consultant.
- Independence Day HOLIDAY Office Closed
- Pioneer Day HOLIDAY Office Closed
- Attended the TOCC Council meeting.
- Attended Apple Valley Council water presentation.
- Responded to media inquiries.
- Coordinated issues with the Upper Mesa Economic Development Group

Actions taken:

- ❖ External Agency/Group interchange:
  - Completed the FY22 Financial Audit
  - Communicated/with Governor concerning Hildale status and updates.
  - Prepared US Economic Development Administration Grants
  - Met with an entrepreneurial support group hosted by Upper Mesa Econ. Dev.
  - EMS Sales Tax Funding election delayed for further legislative action.
  - Prepared RARE Assessment survey questions.
  - Issued an RFP for City Prosecutor services.
  - Coordinated renaming a street with applicant.
  - Discussed potential Water rights purchase.
  - Review and submitted an Arizona Gas Line Audit Letter
  - Scheduled several Utah Agency Directors meetings.
  - State budget report submitted.
  - Attended the Short Creek Community Crisis Response Forum
  - Coordinated the Hildale City Limit Sign setting on Highway 59
  - Attended the 2023-2024 City Alliance & Town of Springdale Kick-Off Event
  - Met with Utah Health Food Permit Inspector to discuss issues.
  - Coordinated schedule for Fair Housing training.
  - Provided policy copies to Centennial Park Water District

- Submitted FY22 Audit to State Auditor
- Submitted FY22 Financial Certification to State Auditor
- Reviewed Wildfire agreement for Mayor signature
- Scheduled Utah Trail Coordination meeting for Council member Seay
- Confirmed resignation of Court Clerk Mentor/Contractor
- Confirmed 2024 Regional Luncheon location with Water Canyon High School
- Reviewed Utility Rate Study from RCAC
- Attended the August WRAP Meeting
- Attended the Federal Covid Interim Rule webinar.
- Attended the August Rural Utah Chamber Coalition Meeting
- Nominated Mayor for ULCT Board of Directors
- Discussed issues with the Prevention Coalition
- Attended a State and Local Fiscal Recovery Funds (SLFRF) 2023 Final Rule webinar.
- Met with various development program representatives.
- Coordinated attendance at Dixie Transportation Advisory Council/Dixies Transportation Executive Council/ Dixie Transportation Council of Governments/Dixie MPO
- Coordinated “What's Up Down South: economic development video presentation.
- Designated staff to participate in Washington County surplus equipment opportunity.
- Conducted various water strategies meetings.
- Prepared a Constitution Week Proclamation for Council
- Submitted Constitution Week Proclamation to Daughters of the American Revolution
- Attended the Crisis Stabilization Center Ribbon Cutting at Legacy Park
- Helped other regional municipal administrations.
- Attended a Utah Governor’s Office of Economic Opportunity Grants Meeting
- Approved RARE Assessment participation utility bill credit.
- Reviewed ULCT legislative resolutions
- Attended ULCT Subdivision Legislative Changes Implementation webinar.
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❖ Internal interchange:

- Resolved Well emergencies.
- Submitted grant for tourism assistance.
- Prepared for final submission of the Water Facilities Plan.
- Coordinated audit finalization for court.
- Economic Development inquiries response template prepared.
- Industrial Park Lot Lease Inventory completed.
- Conducted a Planning and Zoning meeting.
- Preparing a new CDBG application.
- Conducted a Utility Board meeting for August.
- Road base installation continuing.
- Innovation Center training and assistance continuing.
- Addressed building permit concerns.
- Conducted a Planning and Zoning Work session.
- Conducted a Council/P&Z work session.

- Prepared Short Term Rental Code amendment for potential review
- Discussed retirement system options for staff w/TOCC.
- Coordinated HR Employee policies review w/ consultant.
- Road Striping initiated.
- Road Base Capital Outlay continuing
- Conducted Utility Capital Improvement Plan discussion.
- Issued directive for Maxwell Park reservations only for City Events first week of July.
- Provided Audit Legal Counsel letter to City Attorney
- Discussed Internship Program improvements.
- Hosted HR Consultant
- Discussed Natural Gas Contracts with Utility Director
- Conducted onsite Court operational review.
- Utility Capital Improvement Plan format approved.
- Accepted resignation of Harrison Johnson (took job closer to home)
- Reviewed Utility Master Plan/Impact fee engineer estimates
- Leased a Parks Department truck.
- Approved a scope of work revision for Utility Impact Fee Engineers
- Assisted in legislative action briefing sheet development.
- Prepared “Findings and Recommendations” FY22 Response letter
- Conducted a Sewer Headworks Project Pre-Construction meeting.
- Prep Resolution 2023-09-001 FY23 Fraud Risk for Council agenda
- Prep Resolution 2023-09-002 FY24 Fraud Risk for Council agenda
- Prep Resolution 2023-09-03 Budget Amendment for Council agenda
- Reviewed initial Transportation Grant draft.
- Assisted Mayor with Media requests.
- Reviewed Gas Department Emergency protocols
- Reviewed Tourism Grant application

#### Future actions

- Fill the City Prosecutor agreement.
- Attend mandatory CDBG training in preparation to apply.
- Submit a Utah Office of Tourism grant application.
- Complete review and analysis of “deep well.”
- Revise Impact Fee for Council review.
- Prepare a new Safe Routes to Schools grant application.
- Finalize the utility rate study with consultant.
- Initiate the FY23 Audit
- Introduction of Hildale to various State Agency Directors
- Attend Washington County Building Dedication