

To: Hildale City Mayor and Council
From: City Manager Eric Duthie
Date: March 3, 2022 (January/February 2022)
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:

- Continuing review of Inter local agreements.
- Coordinated financial reviews with consultant.
- Holiday - Office closed January 17/ February 21

Actions taken:

- ✓ Continued Bureau of Land Management discussion for various land transfer options
- ✓ Met with various residents to discuss issues and concerns
- ✓ Updated Facebook messaging
- ✓ Continued development of an Event Standards policy for public property usage
- ✓ Continued preparation of a Capital Asset Inventory
- ✓ Virtual training (safety/policy/risk minimization) scheduled and completed
- ✓ Continued the CDBG project with contractor
- ✓ Lot Split Approval letters distributed
- ✓ Further addressed building security issues
- ✓ Attended Legislative Policy Committee meetings
- ✓ Coordinated Lt. Gov. Council attendance for swearing-in ceremonies
- ✓ Facilitated submission of ACA broadband grant w/ Colorado City
- ✓ Continued City Logo signage placements
- ✓ Continued Natural Hazard Mitigation Plan update with Washington County
- ✓ Hosted a Bureau of Land Management (BLM) and Washington County Water Conservancy District (WCWCD) on-site well placement visit
- ✓ Initiated revision of the Water Master Plan
- ✓ Discussed Census count issues with legislative staff in Washington DC
- ✓ Painted City Hall exterior through volunteer assistance from the Dream Center
- ✓ Reassigned Executive Session meeting room to Mayor's office and updated furniture
- ✓ Instituted a new City Website
- ✓ Continued analysis of potential sales tax leakage
- ✓ Fiber connections installed
- ✓ City Code due process evaluations/updates continuing
- ✓ Noticed applicants for city boards and commissions to apply online
- ✓ Facilitated introduction of Mayor Jessop and Apple Valley Mayor Walters

- ✓ Coordinated Hildale-Washington County meeting to discuss issues with Mayor Jessop
- ✓ Ordered and distributed Council Jackets and shirts
- ✓ City Identification Cards distributed
- ✓ Reviewed City fees and fines schedule for Council adoption
- ✓ Issued a Request for Proposals to conduct a Zoning Code revision
- ✓ Public Official liability training documents distributed to Council
- ✓ Coordinated with City Auditor
- ✓ Fiber security notice reviewed and forwarded to all staff
- ✓ Utah Homeless survey submitted
- ✓ Met with various developers to review their potential plans
- ✓ Assisted the Creek Valley health Care Clinic with signage inquiry
- ✓ Staff participated in continuing virtual training
- ✓ Discussed office rental options with social health therapist
- ✓ Attended the Hurricane Valley Chamber of Commerce Awards & Installation Gala
- ✓ Initiated Council/staff registrations for the spring ULCT conference
- ✓ Participated in land use conference
- ✓ Hosted Mammogram screening trucks at Mulberry building parking lot
- ✓ Met with WCWCD to coordinate efforts
- ✓ Created a Hildale City YouTube Channel
- ✓ Facilitated Mohave County ARPA Water Fund Distribution Project funding request
- ✓ Coordinated with organizers of the Colorado City Music Festival
- ✓ Met with the Court Monitor for reviews and update
- ✓ Met with Arizona Senate staff for utility program assistance
- ✓ Met with Garkane and Deseret Power to discuss issues
- ✓ Met with City Judge to discuss issues
- ✓ Conducted Planning & Zoning meetings
- ✓ Conducted Utility Board meetings
- ✓ Issued a Letter of Support for a CVHclinic grant application
- ✓ Met with resident who received a violation notice to resolve issues
- ✓ Reviewed Bond status/update with Zions Bank
- ✓ Reviewed and approved several building permit applications
- ✓ Hosted Water Canyon High School Government class in Council Chambers for introduction of local government
- ✓ Possible Utility extension inquiry discussed
- ✓ Lot Line adjustment process reviewed for City Attorney advice
- ✓ Letter of Resignation accepted from City Treasurer/Utility Clerk.
- ✓ Coordinating potential Irrigation Franchise agreement
- ✓ Prepared City Code amendment to include a Council stipend declination option
- ✓ Prepared internal City Treasurer position announcement
- ✓ Met with South Central to discuss fiber extension to Maxwell Park
- ✓ Reviewed the 2021 Community-Based Survey of Supports for Health Eating and Active Living of which Hildale participated in early 2021

- ✓ Initiated a review and inventory of all illegal lot splits in the city
- ✓ Reviewed Hildale's possible engagement with the Utah Cancer Prevention Program
- ✓ Hired a temporary laborer in the Utilities Department
- ✓ Coordinated with Colorado City and the Arizona Municipal Risk Retention Program for liability insurance coverage (CM has previous staff relationship)
- ✓ Reviewing Hildale Fiber to the Home Project
- ✓ Issued Letter of Support to Behavioral Health Services for grant application
- ✓ Participated in the Southern Utah Transportation Plan meetings
- ✓ Submitted a Justice Court Tech Grant application
- ✓ Discussed Driver Feedback Flashing Signs options with Utah Department of Transportation
- ✓ Discussed Concept Road Widening & Traffic Signals with Utah Department of Transportation
- ✓ Researched inquiry of possible Helicopter on-site landings for tourist locations
- ✓ Completed a Hildale Land Value Vs. Tax Value assessment
- ✓ Continued developing the Roadway Master Plan
- ✓ Coordinated in the implementation of the "RARE" Assessment with Mohave County and Cherish Families
- ✓ Reviewed Utah Outdoor Recreation Grants
- ✓ Participated in the Utah Internet Speed Test Campaign
- ✓ Reviewed WaterSMART Small-Scale Water Efficiency Projects grant
- ✓ Water Well 4 & 22 refurbished
- ✓ Advertised for Accounts Receivable Clerk position
- ✓ Notified Southwest Mosquito Abatement & Control District of Councilmember Musser appointment

Future actions

- Finalize Event Standards policy for all events utilizing city property.
- Finalize all Intergovernmental agreement revisions and renewals
- Fill City Treasurer vacancy (Internal)
- Fill Account Receivable Clerk position
- Meet with Colorado City and AMRRP for coverage
- Initiate new Audio/Visual system for Council Chambers