

To: Hildale City Mayor and Council
From: City Manager Eric Duthie
Date: April 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:
 - ✓ Automated External Defibrillators (WRAP)
 - ✓ Shoulder Injury Prevention (WRAP) training to staff
 - ✓ Preventing Back Injuries (WRAP) Power Line Safety
- Updated Facebook messaging.
- Economic Development Master Plan development continuing
- Coordinated the rate study process with consultant.
- Angelene Chatwin celebrated her 5-year anniversary with Hildale City on March 2.
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Actions taken:

- ❖ External Agency/Group interchange:
 - Attended the Chamber of Commerce meeting.
 - Coordinated with Upper Mesa Economic Development Group
 - Hosted a public orientation meeting with the U.S. Forest Service
 - Hosted a utility assistance payment “H.E.A.T.” onsite opportunity.
 - Hosted a Veterinarian Clinic
 - Municipal Elections contract discussed and trained.
 - Prepared for the Utah Land Use Institute Spring Conference April 6-7
 - Prepared for the US Economic Development Administration Conference April 9-12
 - Prepared for the Washington County Fair April 14-22.
 - Prepared for the Utah City Managers Association Spring Conference in April 17-19
 - Prepared for the Utah League of Cities and Towns Spring Conference April 19-21
 - Prepared for the UZONA Chamber of Commerce Expo May 5
 - Prepared for the Hildale Flag Raising and Breakfast May 6

- ❖ Internal interchange:
 - Water Impact Fee review and update meetings
 - Upper Mesa Economic Development Group coordination
 - Addressed court audit issues.
 - Utah Avenue and other streets potholes filled as weather allows.

- Innovation Coordinator interviews and job offer extended and accepted.
- Conducted a Utility Advisory Board meeting.
- Continued budget preparations.
- Prepared the natural gas fee tariff for Council.
- Unclaimed funds research from Utah. Filed claims for four fund sets for Hildale City
- IT transition completing
- Office water damage repairs and insurance payment received.
- Utility payment arrears investigated and resolution underway.
- Utility customer arrears contract revisions
- Finance invoice review from TOCC completed up-to-date.
- Review options for low pressure water zone improvements
- Received the Innovation Center Grant funds.
- Transitioned Zions bank access.
- City Recorder attended various training.
- Scheduled a water strategy meeting.
- Conducted a wastewater booster pump strategy meeting with Centennial Park District
- Coordinated a youth service project at Maxwell Park (tree planting)
- Conducted a Future Land Use Map discussion with stakeholders
- Conducted a Natural Gas Gate Station ceremony.

Future actions

- Submit the Hildale City Roadway Master Plan to Council in April
- Prepare Impact Fee for Council review.
- Conduct a water strategy meeting.
- Prepare a wastewater booster pump strategy with Centennial Park District
- Initiate roadway capital plan when weather warms.
- Review options for low pressure water zone improvements
- Innovation Coordinator interviews and job offer extended and accepted.
- Utility payment arrears investigated and resolution underway.
- Unclaimed funds research from Utah. Filed claims for 4 fund sets for Hildale City
- IT transition completing
- Addressed court audit issues.