

To: Hildale City Mayor and Council
From: City Manager Eric Duthie
Date: July 1, 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:

- Holiday - Office Closed June 20 (Juneteenth)
- Conducted Planning & Zoning meeting
- Attended the monthly UDOT Transportation Commission meeting
- Continued Bureau of Land Management discussion for various land transfer options
- Met with various residents to discuss issues and concerns
- Coordinated issues with financial consultant
- Met with various developers to review their potential plans
- Addressed multiple Zoning inquiries
- Reviewed and approved permit applications
- Coordinated with City Auditor for final report
- Updated Facebook messaging
- Participated in Department Head Meeting

Actions taken:

- ✓ Continued the CDBG project with contractor
- ✓ ULCT LPC Council and staff participation
- ✓ DOJ document request submitted
- ✓ Hosted several Short Creek Festivities meetings
- ✓ Event Food Handler Permit training completed
- ✓ FY23 Budget prepared
- ✓ Broadband grant opportunities reviewed
- ✓ Participated in Five County/UDOT Long-Range Transportation Plan update meetings
- ✓ Justice Court Judge salary reviewed
- ✓ City Attorney contract signed
- ✓ Census appeal process reviewed
- ✓ Summer Fire Restrictions approved
- ✓ Scheduled mandatory annual training (DOJ)
- ✓ Credit Card Agreement and Policy issued
- ✓ Audit report reviewed
- ✓ Certified tax rate for 2022 approved (no change)
- ✓ Cultural Arts event approved/coordinated for Maxwell Park
- ✓ Attended a "Meet the Candidate" event for Utah House candidate
- ✓ Conducted Planning and Zoning Commission training

- ✓ Maxwell Park scheduling added to website
- ✓ Coordinated the “On-call engineering” RFP project
- ✓ Economic Development Master Plan continuing
- ✓ Accepted invitation to be spotlight city for 5 County AOG Legislator Day
- ✓ Conducted on-site review of “glamping” issues for resolution
- ✓ Ambulance awarded/accepted from Washington County
- ✓ Coordinated the preparation of the SEARCH grant application
- ✓ Participated in the 2022 Land Use Legislative Update with P&Z Commission
- ✓ Coordinated emergency road development as UDOT closed unauthorized highway access
- ✓ Coordinated the rate study process with consultant
- ✓ Reviewed the coding/account identification for “Sundry Revenue”
- ✓ Reviewed insurance renewal notices
- ✓ Water Master Plan reviewed and prepared for final adoption
- ✓ Short Creek illegal dumping complaint reviewed with staff
- ✓ Coordinated the Pipeline grant research and application preparation with consultant
- ✓ Fine/Fee schedule updates reviewed
- ✓ Broadband middle mile grant reviewed
- ✓ Coordinating Congressman Stewart upcoming site visit to Hildale
- ✓ Continued discussion to create a second City conducted annual event
- ✓ Coordinated with UDOT for the Driver Feedback Signage project
- ✓ Coordinated the SRTS project with State
- ✓ Coordinated the finalization of the National Hazard Mitigation Plan with 5 County AOG
- ✓ Coordinated illegal lot splits compliance activities
- ✓ Conducted a City Attorney-staff orientation
- ✓ Participated in ULCT Land Use Legislative Update and Surveys

Future actions

- Finalize Event Standards policy for all events utilizing city property.
- Finalize new Audio/Visual system for Council Chambers
- Continued preparation of a Capital Asset Inventory
- Continued revision of the Water Master Plan
- Continued developing the Roadway Master Plan
- Continued analysis of potential sales tax leakage
- Conduct reviews of community events for improvement
- Prepare several grants for application and submission
- Finalize the FY23 Hildale City budget
- Conduct mandatory annual training (DOJ)
- Finalize the “On-call engineering” RFP project
- Present Hildale as spotlight city to the 5 County AOG Legislator Day
- Finalize establishment of a second City conducted annual event