

To: Hildale City Mayor and Council
From: City Manager Eric Duthie
Date: May 1, 2024
Re: Monthly update and report for April 2024

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.
- Updated Facebook messaging.
- Economic Development Master Planning continuing
- Coordinated issues with the Upper Mesa Economic Development Group

Actions taken:

- ❖ External Agency/Group interchange:
 - Conducted various water strategies meetings.
 - Well certification issues are continuing to be processed.
 - Innovation Center training and assistance continuing.
 - Followed-up with State Legislature
 - Attended a Future Ready Utah Regional Coordinating Council mtg.
 - Reviewed Federal Grant opportunities.
 - Reviewed Utah Tech-Hildale City possible grant development
 - Reviewed State Broadband Challenge input
 - Hosted a Montessori School City Orientation Tour
 - Received a Utah Notice of Probable Violation Natural Gas for review.
 - Utah Rural Leadership Academy Track 2 initiated.
 - Attended the Utah City Managers Association Conference in St. George. Topics and training:
 - ✓ A Bolder Way Forward: Engage in Strengthening Utah by Strengthening Women in Your Organizations
 - ✓ Happy Hacks for Becoming Better after the Bitter
 - ✓ Counties, What are you doing here? Why should you care?
 - ✓ Youth Commissions
 - Attended the Utah League of Cities and Towns Mid-year conference in St. George. Topics, trainings, and activities completed:
 - Olympus insurance network meeting included:

- The new contract City Attorney
- World Trade Center staff
- Private investors
- North Ogden CM
- South Jordan Councilman
- Work Comp Fund staff.
- ULCT Conference Welcome Reception
- Legislative Advocacy in Rural Utah
- How is life in Utah?
- Rural Caucus
- Mayor presented at the Closing General Session about the Dignity Index
- Coordinate Mayor Jessop's role as rural representative to the ULCT.
- Participated in Utah Tech University investment orientation tour and meeting concerning Agri Tech Connection, Tech Harvest Tour, and Agri Tech expo and pitch events.
- Attended the Municipal Clerks Association meeting in Cedar City.
- Submitted a nomination to the ULCT for a seat on the Utah Communications Authority Board
- Attended the ULCT webinar Property Taxes and Truth in Taxation
- Cyber Security Utah issue discussed w/ Executech.
- Coordinated a US Economic Development Administration grant application preparation with Utah Tech University
- Coordinated with Utah Legislative staff concerning Maxwell Park
- Participated in the Mohave Community College Campus Advisory group.
- Met w/Governor Advisors
- Attended the Utah Tech University City Alliance year end presentation and orientation.
- Prepared a congressional appropriation application.
- Hosted a regional City Manager meeting.
- Hosted a second Montessori School City Tour

❖ Internal interchange:

- Prepared the utility rate study for Council presentation.
- Presented the FY23 Financial Audit to Council
- Addressed multiple building permit inquiries.
- Completed the Water Master Plan and Impact Fee for Council adoption.
- Presented a Text Amendment request to the Council.
- Continued the process to form a Special Service District
- Conducted a Special City Council Meeting concerning the Text Amendment

- Completed interior/exterior upgrades for Innovation Center
- Issue bid for Audit services.
- Coordinated plat revisions with the Heights at South Zion Estates
- Received UDOT/SRTS final funding reimbursement.
- Invoices reviewed.
- Continued development of Well 17.
- Montessori School service project supported painting “Saddle” water tank.
- Developed a rural representation plan upon delegation to Mayor Jessop from ULCT
- UMSSD final map received.
- Reviewed MOU concerning Impact Fees
- ARPA Water project supported for Colorado City
- Interviewed a contract City Attorney candidate.
- Reviewed US Economic Development Administration Distressed Community & Projects grant discussion.
- Issued a Request For Qualifications for the Maxwell Park project.
- Conducted a pre-submission RFQ orientation meeting w/ possible contractors.
- Outdoor Recreation Grant reviewed.
- Insurance renewal reviewed.
- Water settlement history documents reviewed.
- Economic Mobility Grant reviewed.
- Reviewed Utility responses to permit requests.
- Coordinated ULCT Rural contacts.
- Reviewed and trained staff concerning the Dignity Index
- Recognized staff on Administrative Professionals Day
- Coordinated Plat amendment/property Vacate submission.
- Issued an Independence Day fireworks payment.
- Reviewing payroll errors and charges w/TOCC
- Reviewed 2017 Lease Purchase Escrow documents
- Reviewed historical water rights documents.
- Reviewed UMSSD Water Transfer protests
- Reviewed Utilities responses to permit requests.
- Reviewed Utility Board recommendations:
 - Preliminary Plat review
 - Sewer regulation adjustments
 - Water rate Increase
- Reviewed draft memorandum of understanding concerning HC/TOCC Impact Fee Waiver restrictions.
- Conducted a Council/PZ Commission work session.
- Attended a Utah Rural Leadership Academy “on site” training in St. George

Future actions

- Meet Washington County Water Conservancy District to discuss issues.
- Conduct a Special City Council Meeting concerning the Special Service District.
- Present the Special Service District to Council for action.
- Meet with Mayor Ream, Mayor Jessop, Town Manager Barlow, and City Manager Duthie to coordinate issues.
- Coordinate on site visit from Utah State Agency delegation.
- Continue RFQ determination for Maxwell Park project.
- Submit draft FY25 budget to Council.
- Submit request to Vacate public right of way to Council.
- Respond to the State Broadband Challenge
- Resolve payroll errors and charges w/ Colorado City
- Respond to 2017 Lease Purchase Escrow inquiry.
- Prepare Utility Commission recommended Preliminary Plat adjustments to Council.
- Prepare Utility Board recommended sewer regulation adjustments to Council.
- Prepare Utility Board recommended water rate increase to Council.