

To: Hildale City Mayor and Council
From: City Manager Eric Duthie
Date: May 1, 2023
Re: Monthly update and report

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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
- Business license issues
- Met with various residents to discuss issues and concerns.
- Staff meeting in person and virtual training including:
 - ✓ Nail Gun Safety training (Olympus)
- Updated Facebook messaging.
- Economic Development Master Plan development continuing
- Coordinated the rate study process with consultant.
- Participated in the HC-TOCC Department Head meeting.
- Memorial Day HOLIDAY Office Closed

Actions taken:

- ❖ External Agency/Group interchange:
 - Coordinated with Upper Mesa Economic Development Group
 - Attended the One Utah conference.
 - Attended the UZONA Chamber of Commerce Business Expo Member Social
 - Attended the Utah State Procurement Regional Roundtable
 - Attended a Mohave County Flood Control/TOCC meeting.
 - Attended the Social Services WRAP Meeting
 - Attended the TOCC Council meeting.
 - Hosted State Senator Owen to a site visit
 - Attended the Five County AOG Broadband Workshop
 - Attended the May Chamber Luncheon
 - Attended the 2023 Land Use Legislative Update
 - Reviewed reporting issues concerning the State Auditor withholding funding.
 - Attended the May USDOT Navigator Webinar
 - Completed the FY22 Fraud Risk Assessment Report
 - Participated in the UZONA Chamber of Commerce Business Expo
 - Prepared Utah Department of Water Resources Hearing documents.
 - Coordinated economic development assessment assignments with staff/UMEDG.
 - Hosted the Dream Center community service team.
 - Utah Gov. Ofc. Of Economic Opportunity follow-up for business inquiry
 - Coordinated donated rock option for retaining wall at Innovation Center from UEP
 - Hosted the Hildale Spring Flag Raising and Breakfast

- Coordinated issues with the Upper Mesa Economic Development Group
- Communicated/with Governor concerning Hildale status and updates.
- Coordinated GPS mapping issues.
- Attended City Recorder Training
- Attended Casselle training.

❖ Internal interchange:

- Water Impact Fee review and update meetings
- Annexation Plat final recorded
- Continued to address court audit issues.
- Continued budget preparations.
- Introduced new Utility Director
- IT transition continuing
- Reviewed Staff development and reviewed assignments
- Audit Management letter completed.
- Coordinated Municipal Elections contract with Washington County
- Review revised Water Facilities Plan
- Coordinated with FY22 Financial Auditors
- ASU internship documents approved.
- Economic Development inquiries response template discussed.
- Responded to media inquiries.
- Interim Public Management contract termination negotiated.
- Community Clean-up date rescheduled
- Staff traffic incident reviewed/ policy followed.
- Park fire pit project on-site review
- Lease vehicle insurance confirmation. Request Registration status
- Reviewed Employee Handbook prep options.

Future actions

- Revise Impact Fee for Council review.
- Initiate roadway capital plan
- Initiate water low pressure zone improvements
- IT transition continuing