

To: Hildale City Mayor and Council  
From: City Manager Eric Duthie  
Date: July 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:
  - ✓ Budget training
- Updated Facebook messaging.
- Economic Development Master Plan development continuing
- Coordinated the rate study process with consultant.
- Participated in the HC-TOCC Department Head meeting.
- Juneteenth HOLIDAY Office Closed
- Attended the TOCC Council meeting.
- Responded to media inquiries.
- Attended UZONA Chamber of Commerce luncheon.
- Coordinated issues with the Upper Mesa Economic Development Group
- IT transition continuing

Actions taken:

- ❖ External Agency/Group interchange:
  - Insurance Renewal documentation reviewed.
  - WCHS educational assistance funding request to Council
  - Coordinated with FY22 Financial Auditors
  - Reviewed State Auditor withholding funding issues.
  - Communicated with Governor concerning Hildale status and updates.
  - Coordinated GPS mapping issues.
  - Participated in webinar: Federal Grant Opportunity, The Community Connectors Program: Announcing the Launch of a New Initiative
  - Governor's Office of Economic Development presented to the Hildale Council
  - Participated in the Rural Utah Chamber Coalition Monthly Meeting (ZOOM)
  - Attended the Innovation Center breakfast mixer.
  - Reviewed the Draft 2023-2050 Long-Range Utah Transportation Plan
  - Election day adjustment notice received from Governor's Office
  - Met with Southern Utah Economic Development, Upper Mesa Economic Development, and Apple Valley
  - Reviewed engineer comments concerning South Zion Estates Heights plat.

- Reviewed US Economic Development Administration Grants
- South Central installed new phones
- Met with South Zion Estates/Heights to coordinate final plat.
- Staff met with Jade Allen, Grand Canyon University recruiter.
- Met with an entrepreneurial support group hosted by Upper Mesa Econ. Dev.
- Confirmed the State tax certification for FY24.
- Coordinate booster pump land negotiations

❖ Internal interchange:

- Water Impact Fee review and update meetings
- Hildale City Council work session
- Continued to address court audit issues.
- Continued budget preparations.
- Reviewed and revised the Water Facilities Plan
- Economic Development inquiries response template assigned.
- Mandatory Court training contact/schedule with County Attorney
- Received an employee resignation.
- Website minutes reviewed and updated.
- Reserved ULTC Conference registration/hotel
- Facebook Maxwell Park issue addressed.
- Employee probation terminated.
- Industrial Park Inventory assigned.
- Conducted a Water Master Plan Meeting - Sunrise
- Conducted a Law Enforcement/Manager Coordination Meeting
- Reviewed staff development and reviewed assignments
- Conducted a Planning and Zoning meeting.
- SCADA operations reviewed with the consultant.

Future actions

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