

To: Hildale City Mayor and Council
From: City Manager Eric Duthie
Date: August 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:
 - ✓ First Amendment Audits
- Updated Facebook messaging.
- Economic Development Master Plan development continuing
- Coordinated the rate study process with consultant.
- Independence Day HOLIDAY Office Closed
- Pioneer Day HOLIDAY Office Closed
- Attended the TOCC Council meeting.
- Attended Apple Valley Council water presentation.
- Responded to media inquiries.
- Coordinated issues with the Upper Mesa Economic Development Group

Actions taken:

- ❖ External Agency/Group interchange:
 - Coordinated with FY22 Financial Auditors
 - Communicated/with Governor concerning Hildale status and updates.
 - South Zion Estates Heights plat presented and approved by Council.
 - Reviewed US Economic Development Administration Grants
 - Met with an entrepreneurial support group hosted by Upper Mesa Econ. Dev.
 - Supported Independence Day activities.
 - Met with Lt. Governor to discuss community issues.
 - Utah Enhanced Hazard Mitigation Plan Questionnaire completed.
 - EMS Sales Tax Funding discussed with County and other municipalities.
 - Discussed RARE survey questions.
 - Letter of Support issued to Creek Valley Health Clinic for grant renewal.
 - Reviewed ULCT legislative planning and updates
 - Hosted the Hildale quarterly Court Monitor update mtg.
 - Prepared an RFP for Financial Audit services.
 - Housing and Land Use Surveys completed for ULCT.
 - Prepared an RFP for City Prosecutor services.

- ❖ Internal interchange:

- Reviewed every invoice for FY23. Classified to correct departments and funds.
- Water restrictions implemented, monitored, increased, and reduced during month.
- Met with Well Drillers to discuss emergency actions.
- Grand Canyon University hosted for a public “meet and greet.”
- Submitted a grant application to Greater Zion for tourism related issues.
- Reviewed and revised the Water Facilities Plan in coordination with Water Impact Fee review.
- Continued to address court audit issues.
- Finalized FY24 budget and adoption by Council.
- Economic Development inquiries response template continuing to prepare.
- Mandatory Court training conducted with County Attorney
- Court Monitor response to claims of discrimination with a result of complaints not sustained.
- Industrial Park Lot Lease Inventory continuing.
- Conducted a Planning and Zoning meeting.
- 2024 Colorado City Music Festival Maxwell Park planning meeting conducted.
- Reviewed procedures for renaming a street.
- Preparing a new CDBG application,
- Preparing a USEDA Recompete grant application.
- Reviewed a UOT Grant program for application submission.
- Coordinating AED/CPR updates for staff
- Coordinated 23-24 Insurance Renewal Underwriting Information
- Developed a public information Facebook video of Mayor and Utility Director discussing community water issues.
- National League of Cities Service Line Warranty Program information distributed to utilities.
- Reviewed and prepared legislative requests.
- Conducted a facilities tour and interview for media to discuss water and other city issues.
- Approve emergency repair of the “deep well.”
- Scheduled a Utility Board meeting for August.
- Letter of Support issued to the Colorado City Music Festival for tourism grant pursuit.
- Road base installation begun on Elm Street from Utah Avenue to Uzona Ave.
- Innovation Center training and assistance being conducted.
- Recognized local students for representation at a Nature Camp

Future actions

- Issue an RFP for City Prosecutor services.
- Prepare a new CDBG application.
- Prepare 3 US Economic Development Administration grant applications.
- Prepare a Utah Office of Tourism grant application.
- Complete emergency repair of the “deep well.”
- Revise Impact Fee for Council review.
- Prepare a new Safe Routes to Schools grant application.
- Finalize the utility rate study with consultant.
- Finalize the FY22 Audit