

To: Hildale City Mayor and Council  
From: City Manager Eric Duthie  
Date: April 6, 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:

- Finalized review of Inter local agreements.
- Coordinated financial reviews with consultant.
- Holiday - Office Closed March 21
- Coordinated utilities review with consultant

Actions taken:

- ✓ Participated in the combined Hildale Colorado City Department Head meeting
- ✓ Continued the CDBG project with contractor
- ✓ Continued Bureau of Land Management discussion for various land transfer options
- ✓ Met with various residents to discuss issues and concerns
- ✓ Updated Facebook messaging
- ✓ Continued development of an Event Standards policy for public property usage
- ✓ Continued preparation of a Capital Asset Inventory
- ✓ Virtual training (safety/policy/risk minimization) scheduled and completed
- ✓ Continued revision of the Water Master Plan
- ✓ Continued analysis of potential sales tax leakage
- ✓ Received applications for city boards and commissions online
- ✓ Reviewed responses to a Request for Proposals to conduct a Zoning Code revision
- ✓ Coordinated with City Auditor
- ✓ Met with various developers to review their potential plans
- ✓ Conducted Planning & Zoning meeting
- ✓ Reviewed and approved several permit applications
- ✓ Prepared City Code amendment to include a Council stipend declination option
- ✓ Received confirmation of a Justice Court Tech Grant award
- ✓ Continued developing the Roadway Master Plan
- ✓ Finalized WaterSMART Small-Scale Water Efficiency Projects grant
- ✓ Interviewed and hired an Accounts Receivable Clerk
- ✓ Recommended appointment of City Treasurer
- ✓ Garkane/Deseret Power project discussions
- ✓ Initiated utility rate study
- ✓ Zions Bank Credit Card orientation

- ✓ Distributed Utility IGA for Council review
- ✓ Updated Tech for Council
- ✓ Council Chambers lighting refreshed
- ✓ Updated all federal finance info for ARPA transition systems
- ✓ Discussed issues with the UEP
- ✓ IGA's approved by both City Councils for Law Enforcement, Emergency Dispatch, and Public Works
- ✓ Addressed multiple Zoning inquiries
- ✓ Conducted webinar training Administering ARPA Funds
- ✓ Conducted a meeting of Mayors and Managers to finalize Utility IGA draft
- ✓ Supported Social Security Administration outreach of public information
- ✓ Short term rental inquiry and response (realtor)
- ✓ Reviewed potential applications for Transportation grants
- ✓ Initiated liaison with Utah Department of Transportation Commission
- ✓ Hosted a UDOT highway 59 meeting
- ✓ Initiated erosion control inquiries
- ✓ Coordinated event permits process with Colorado City
- ✓ Lot Line adjustment process inquiry
- ✓ Attended the Town of Colorado City Council Meeting
- ✓ Assisted Colorado City with liability insurance provider acceptance into Arizona Municipal Risk Retention Pool
- ✓ Hildale City Logo installed in Council Chambers and Mayors office/Conference Room

#### Future actions

- Finalize Event Standards policy for all events utilizing city property.
- Finalize new Audio/Visual system for Council Chambers
- Submit US Economic Development Administration grant applications
- Gain final approval of Utilities IGA from both City Councils
- Attend the Utah City Managers Association and Utah League of Cities and Towns conferences in St. George
- Broadband capable at Maxwell Park