

To: Hildale City Mayor and Council
From: City Manager Eric Duthie
Date: November 1, 2021
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:

- Attended the Colorado City Town Council meeting
- Coordinated efforts with Colorado City staff and administration
- Continuing review of Inter local agreements.
- Continued discussing issues with Court Monitor Roger Carter.
- Coordinated financial reviews with consultant.
- Zoning Commission meeting conducted.
- Utility Board Meeting conducted.
- Participated in the North Mohave Attainment Hub Committee for educational development.
- Participated in ULCT session concerning the city role in suicide prevention
- Columbus Day Holiday Office closed
- UZONA Chamber - Monthly Joint State Government Zoom Meeting

Actions taken:

- ✓ Assigned Suicide Prevention training to staff for November.
- ✓ Finalized the UZONA/School District paving project.
- ✓ Met with various residents to discuss issues and concerns.
- ✓ Updated Facebook messaging.
- ✓ Continued cooperation in a criminal investigation of a contractor.
- ✓ Continued development of an Event Standards policy for public property usage.
- ✓ Continued preparation of a Capital Asset Inventory
- ✓ Continued preparation of an Organizational Assessment and Recommendations report
- ✓ Continued to meet with resident to discuss Maxwell Park access improvements
- ✓ Met with the United Effort Plan representatives to discuss issues
- ✓ Continued development of a commercial fill station on Jessop Avenue.
- ✓ Attended the Candidates forum at Water Canyon High School
- ✓ Lot Split Applications submitted and processed.
- ✓ 2020 CARES funding report submitted to the State Auditor
- ✓ Issued an Animal City Code Violation letter
- ✓ Rezone request neighboring property notice letters issued
- ✓ Zoning Agenda/Public Hearing Notice conducted
- ✓ Document request completed for the Court Monitor completed
- ✓ Utility audit by Court Monitor completed
- ✓ Established virtual training (safety/policy/risk minimization) schedule and mandates

- ✓ Met with various vendor throughout the month
- ✓ Met with a “walk-In” to discuss multifamily housing project potential
- ✓ Identified required training for Councils, Boards, and Commissions and prepare to conduct
- ✓ Sponsored a Community Outreach event (Concert)
- ✓ Reviewed house building plans for Zoning compliance
- ✓ Conducted a Special City Council Meeting
- ✓ Assisted a resident with property tax research
- ✓ Issued the CDBG contract award letter
- ✓ Introduced admin staff to Water Treatment Plant operations and facility
- ✓ Created a “chain of custody” form/process for the election ballot “walk-in” to City Hall
- ✓ Lot Split requests forwarded to the Joint Utility Committee for response and recommendation
- ✓ Zoning complaints addressed
- ✓ Utility inquiries (Installation) addressed
- ✓ Approved new garage doors and opener for city parks department
- ✓ Approved a Fire District expenditure from their deposited grant funds
- ✓ Hosted Utility Consultant on-site for a work week to review operations, administration, funding sources. Also met to discuss and identify mutually beneficial opportunities with the United Effort Plan (UEP), and the Washington County Water Conservancy District (WCWCD). Met directly with the Utility Board to discuss issues and projects.
- ✓ Hosted the Western Arizona Council of Government and Five County Association of Government staff to assist residents with the HEAT program (Home Energy Assistance Target).
- ✓ Participated in a Utah Broadband Advisory Council Meeting on ZOOM
- ✓ Received mutual neighbor cross complaints (City Code). Assigned to Police, Building, Code enforcement to resolve
- ✓ Issued a revised Annexation Public Hearing Notice for Nov 10
- ✓ Attended the Utah City Managers Association (UCMA) fall conference in West Valley City
- ✓ Facilitated a “break-out” training concerning how to “effectively contact State Legislators,” as part of the UCMA Conference
- ✓ Finalized transition of website to Municode software.

Future actions

- Finalize Event Standards policy for all events utilizing city property.
- Issue bid documents for improvements to the “Mulberry” Building
- Finalize review of the fiber utility agreement and improvement
- Hosting the financial consultant “on-site” for continuing improvement of systems/processes, in December
- Initiate Bureau of Land Management discussion for various land transfer options
- Prepare CIB presentations
- Initiate Utility Rate studies
- Complete annexation process
- Finalize Police Services Intergovernmental agreement revision and renewal