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**From:** John Barlow, Hildale City Manager  
**To:** Hildale City Council; Donia Jessop, Hildale City Mayor  
**Date:** July 29<sup>th</sup>, 2020  
**Subject:** Priority Items Update Memo

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**Orientation:**

During July, many things converged at the same time; my last college class was due, an environmental assessment for CDBG, the change over from Vincen leaving, yearend-closings, reports are due to auditor and state auditor, and significant time has been dedicated to CARES funding and the application thereof.

While it has been a productive month, there has not been a lot of time dedicated to preparing for the work-session meeting. My recommendation is that this meeting cover three things for the top priorities; 1) a report of where we each priority is in terms of progress, 2) get feedback from Council, and 3) discuss next steps.

**Operations:**

As discussed at the last meeting the two primary issues concerning operations is outdated intergovernmental agreements and the lack of written policies and procedures. The first step in each of these is the Utility IGA and finance policies, respectively. Both have had forward progress.

**IGAs:**

The Utility IGA is ready for the Council to review and give preliminary feedback; however, there are many more steps that will need to be taken. Please see the email and draft IGA in the packet. The next steps are to send this to our insurance providers and get their feedback and then send it to TOCC to get their administrative, legal, and insurance feedback.

At the next meet an overarching timeline will be proposed for IGA's development and consideration for approval.

**Policies:**

The finance policy is still being developed. The next steps are for it to be completed by admin, reviewed by Roger Carter, and then presented to the Council.

At the next meet an overarching timeline will be proposed for policy development and consideration for approval.

**Mayor:** Donia Jessop  
**City Council:** Maha Layton, Lawrence Barlow  
Stacy Seay, JVar Dutson, Jared Nicol

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### **General Plan:**

The RFP for the general plan was published—see packet. There was some vacillation about whether to do a Request For Qualifications (RFQ) or a Request for Proposal (RFP). The primary difference between the two is the process for contracting with design consultants. Ultimately, the City Council approved the idea of doing a RFQ; however, on further review, all of the benefits presented for RFQ could be had with an RFP process.

The RFP that was published was developed with the ideas in mind that the Council proposed; that is a strong focus on public engagement, using staff time to maximize the value we get for the money spent, and getting an expert that can make sure we have a good baseline for the future.

The next steps are to set up an evaluation committee to pick the contractor, review the winning submittal timeline and plan to get the general plan developed.

### **Water Canyon Water Development:**

As discussed in the last meeting; an agreement between the Cities and the UEP for the use of water rights is critical to the project. There is an administrative working group assembled between all of the organizations that would need to partner for this project to go forward. At the last working group, there was an idea that was proposed that could generally be proposed to the respective boards; however, there was a lot of homework that needed to be done to flush the idea out and make sure that it is as possible in reality as it is in theory. Harrison Johnson is doing the homework and taking the theoretical framework and putting numbers and bullet points to it. If it still looks presentable to the working group, each administrator will take that back to the respective boards to see if they approve in concept.

Harrison is almost complete with his analysis and we will likely be getting the working group back together in the next month. It is possible that by next month the Council has a basic outline of an agreement to consider if all goes well.

### **UEP Relationship:**

This objective has not got an initial presentation from administration and has not been discussed, considered, or any direction given to staff yet.

There are things that the City could do in the meantime; however.

I believe that the things the City is doing independent of this priority are also strengthening relationships with partners (e.g. agreeing to pay for infrastructure to support WCSO, building process and procedures, and strengthening internal processes).

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**South Zion Estates:**

This memo will not cover any imminent or pending legal issues. Information concerning legal issues will be emailed and discussed in executive session.

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