

HEBER PUBLIC UTILITY DISTRICT REPORT TO BOARD OF DIRECTORS

DATE ISSUED: February 21, 2019

FROM: Laura Fischer, General Manager

SUBJECT: Establish an Ad hoc Committee to Develop a Plan for Submitting and Application for Funding to the Statewide Park Development and Community Revitalization Program

ISSUE: Shall the Board of Directors establish an Ad hoc Committee to Develop a Plan for Submitting an Application for Funding to the Statewide Park Development and Community Revitalization Program?

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the Board of Directors establish an Ad hoc Committee to facilitate the submittal of a grant application to the Statewide Park Development and Community Revitalization Program

FISCAL IMPACT:

None. The Ad hoc Committee does not have spending authority and is an advisory committee.

DISCUSSION:

On the February 21, 2019 agenda, the HPUD Board will decide if they want to work toward submitting a grant application to the Statewide Park Development and Community Revitalization Program to develop a park(s) in Heber. In the report for item 8.A. requesting authorization to submit a Request for Proposal to hire a grant writer to prepare the application, the Board was provided a list of components that must be met to have a successful grant application.

One of the components is engaging the community to establish a plan and design for parks development and community revitalization. Having an Ad hoc committee with this purpose will help ensure the Board is aware of the community's needs.

Definition of Ad hoc Committee:

An Ad hoc committee is not permanent, but is a committee that will advise the Board on specific desires, needs and concerns of the community that are discussed at community meetings. Ad hoc committees have short life spans and will culminate with a recommendation to the Board on the submittal of a final application to the Statewide Park Development and Community Revitalization Program. Once that recommendation has been made, the Ad hoc committee will be disbanded.

Purpose:

The purpose of the Ad hoc Committee will be to meet with partnering community-based organizations, members of the community, staff, CORBS, and consultants to engage in the development and design of the park or community area that needs revitalization. The purpose of the Ad hoc Committee is to report to the HPUD Board with a recommendation on a project(s) to be submitted in a grant application to the Statewide Park Development and Community Revitalization Program Grant.

Meeting Goals:

Goal 1) to ensure residents can identify, prioritize and select recreation features, provide design ideas for the project.

Goal 2) to engage residents in a process to reach a general agreement on the location of the recreation features in the park.

Goal 3) to have residents provide other park design ideas including solutions for safe public use, and park beautification such as landscaping and public art.

Structure of the Ad hoc Committee:

The HPUD Board should determine the structure of the Ad hoc Committee not only appointing the two HPUD Board Members, but establishing the official committee member representatives by title if not by name. Staff will reach out to community members not specifically selected by the HPUD Board and ask for volunteers to serve.

Keep in mind that there won't be any reason to vote on any issues and that this committee will not expend funds. This committee is a link between the full HPUD Board and the community with the sole purpose of determining the park needs of the community and gathering community members input on the development and design of a park recreation facility.

Staff recommends the Committee as follows:

- (2) Members of the HPUD Board – To Be Appointed by HPUD Board
- (1) HPUD Staff – General Manager
- (1) County Health Department Representative – Staff recommends Yoli Viviana Sanchez who has recently been awarded a Safe Routes to School Grant in the Heber area and is anxious to work with HPUD on health related issues.
- (1) HESD Representative – Mr. Juan Cruz or his delegate
- (1) Sheriff's Office – Staff recommends the Lieutenant serving Heber area
- (1) Fire Department Representative – Staff Recommends Fire Marshall Stationed at Heber
- (2) Two Community Members – These two will attend all meetings and help generate community support and attendance at planning / design meetings. HPUD should provide a list of names and staff can reach out these community members to see if they will serve.
- (2) Two Non-Profit Representatives – Heber Little League / Soccer League / Adult Soccer League. Staff will reach out to the presidents of these leagues to see if they will serve.

Meetings – Date/Time:

The meetings should be published in the newspaper, online and posted in the community. The goal is to meet at minimum six time before the end of June. Meetings should be in the evening and at HPUD Board room. Staff will coordinate meeting date/times and publish the meetings to ensure community participation.

Record Keeping:

Staff and the consultant will record the meetings, taking pictures and detailed lists of ideas generated at the Ad hoc meetings. This information will be included in the grant application.

CONCLUSION:

It is appropriate that the Board establish an Ad hoc Committee which will support the application for grant funds to the Statewide Park Development and Community Revitalization Program. Staff recommends approving the establishment of the Ad hoc Committee as outlined above and appointing two HPUD Board members to serve on the Committee.

ALTERNATIVES:

- 1) Do not establish an Ad hoc committee.
- 2) Provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer,
General Manager