

# HEBER PUBLIC UTILITY DISTRICT

## REPORT TO BOARD OF DIRECTORS

**MEETING DATE:** February 21, 2019

**FROM:** Laura Fischer, General Manager

**SUBJECT:** Discontinue Contribution of Man Hours to Food Bank and Catholic Charities

**ISSUE:** Shall the Board discontinue contribution of man hours to Food Bank and Catholic Charities

**GENERAL MANAGER'S RECOMMENDATION:**

Discontinue contribution of man hours to Food Bank and Catholic Charities

**FISCAL IMPACT:** Minimum - \$286.50 per month / 3,438.00 annually

Minimum 8 man hours per month. Fully burdened rate per hour is an average of \$35.81 equals \$286.50 per month. This amount does not include the use of HPUD vehicles for two trips to/from the Heber Community Center and Food Bank.

**BACKGROUND:**

The HPUD has picked up the commodity distribution food at the Food Bank and delivered it to the distribution point in Heber for many years. Other sites receive deliveries from the Food Bank vehicles or volunteers.

As you may know, the Food Bank is planning on moving to a location in Imperial, and after talking with them recently, I understand that the move will not be made until sometime in June or later.

In June of 2018, the HPUD Board adopted Policy 3036 Contributions for Public Purposes. A copy is attached to this report.

Public purposes within the jurisdiction of the HPUD are the following:

- 1) Matters pertaining to the HPUD itself;
- 2) Matters pertaining to the water operations of the HPUD; and
- 3) Matters pertaining to the wastewater operations of the HPUD; and
- 4) Matters pertaining to the parks and recreation operations of the HPUD.

Events that promote public purpose have the effect of:

- 1) Promoting business activity, growth, development, which in turn increase sales and real property tax revenue to the District;
- 2) Promotion of HPUD owned businesses or enterprises;
- 3) Promotion of HPUD, or HPUD sponsored or supported community programs and/or resources that are available to HPUD residents, such programs and

- resources to include volunteer services and charitable/nonprofit organization programs.
- 4) Promotion of private facilities available for HPUD resident use, including facilities of charitable/nonprofit organizations.
  - 5) Promotion of HPUD facilities available for HPUD resident use.
  - 6) Promotion of HPUD tourism on a local, state, national or worldwide scale.
  - 7) Promotion of HPUD recognition, visibility, and/or profile on a local, state, national or worldwide scale.
  - 8) Promotion of open, visible and accessible government by HPUD official appearances, participation and/or availability at an event.
  - 9) Promotion of inter-governmental relations, i.e., cooperation and coordination of resources between the HPUD and other government agencies or entities in the Imperial Valley.
  - 10) Promotion of HPUD attraction and retention of highly qualified employees, for which any such employee or prospective employee may receive no more than four tickets per event.
  - 11) Promotion of public exposure and awareness of, the various recreational, cultural and educational venues and facilities available to the public within the District.
  - 12) Meeting and greeting residents and visitors at HPUD held or sponsored events, and to make observations and suggestions as to the conduct and operation of HPUD held events.

#### **DISCUSSION:**

As the Food Bank and/or Catholic Charities has the ability to deliver the commodities to the Heber distribution site, staff recommends discontinuing this contribution of man hours.

Should the Board authorize this action, staff will coordinate with the Food Bank and commodity distribution coordinator for our area, Ms. Patsy Becera, to make arrangement to have the food delivered. We will not leave them without ensuring they have other accommodations.

Ensuring that the expenditure is legal is the first step, but does not mean that it is the best use of resources. We have two parks maintenance employee drive an HPUD truck to the Food Bank, load the food on the truck, deliver it to the Community Center, unload the truck, go back for another load and repeat. This takes a minimum of four hours and some days it takes longer depending on how quickly the food is ready and available.

Just last month, they changed the distribution date, but failed to let HPUD know. We had staff at the Food Bank without any food to pick up. The next day we had to do it again. These glitches happen from time to time, but it increases our expenses and contributions.

#### **CONCLUSION:**

Although this contribution of man hours could be argued as a legitimate contribution for public purpose according to Policy 3036, it is not prudent use of man hours and equipment. Staff recommends discontinuing the contribution of man hours to the Food Bank and Catholic Charities.

**ALTERNATIVES:**

1. Do not discontinue contribution of man hours to Food Bank and Catholic Charities.
2. Provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer,  
General Manager

Attachments: Policy 3036 Contributions for Public Purposes