

HEBER PUBLIC UTILITY DISTRICT REPORT TO BOARD OF DIRECTORS

MEETING DATE: April 16, 2019

FROM: Laura Fischer, General Manager

SUBJECT: Authorize Donation from the Community Outreach Fund in Support of the Heber Library Summer Reading Program.

ISSUE: Shall the Board Authorize a Donation to the Heber Library

GENERAL MANAGER RECOMMENDATION:

Authorize a donation to the Heber Library in an amount not to exceed \$500.

FISCAL IMPACT:

Sponsorship contribution budget 2018-19 has funding from IID water safety program and from CR&R community contribution funds. There is a remaining balance of \$5,588 for the purpose of renting water slides and water safety games for our two summer events. The 'Schools Out Cool Out' Ice Cream Social on June 7th and the Summer Splash on August 16, 2019.

The balance available for donation to community partners is \$2,000, which was donated to HPUD by CR&R.

DISCUSSION:

Heber Public Utility District policy number 3036 Contributions for Public Purposes states:

The HPUD may only make contributions for public purposes within the jurisdiction of the district.

All requests for HPUD contributions will be made in writing, with the original request submitted to the General Manager's office. Each request will contain the following information on letterhead:

- 1) Name of the requesting agency, group;
- 2) Mission or purpose of the agency or group;
- 3) Name, address and phone number of a contact representative;
- 4) A description of the project, program or event, and how it fulfills a public purpose within the jurisdiction of the HPUD; and
- 5) Contribution being requested from the HPUD.

If the contribution requested totals \$250.00 or more, the requesting agency or group must also provide:

- 1) Proof of good standing/qualification in California, and as a nonprofit recognized by the Internal Revenue Service;
- 2) Audited financial statements for the three years preceding the request;
- 3) Form 900 tax returns for the three years preceding the request;
- 4) A pro-forma budget for the current year; and
- 5) A list of responsible directors and their address and telephone information.

No matter how worthy the cause, the HPUD is prohibited from making outright “donations” (i.e. an outright gift – made without any expectation of tangible value being returned) of public funds or property to be used strictly for charitable or similar purposes.

CONCLUSION:

As the Heber Library has met all of the conditions as stated in the Policy and is a government agency and the funds will be used for the exclusive purpose of providing services to the community of Heber, staff recommends authorizing the donation in the amount of \$500 for the summer reading program at the Heber Library.

ALTERNATIVES:

- 1) Do not support making donation to Heber Library.
- 2) Make alternative donation amount.
- 3) Provide alternate direction to staff.

Respectfully Submitted,

Laura Fischer, General Manager

Attachments: Letter of Request from Library