

HEBER PUBLIC UTILITY DISTRICT
REPORT TO BOARD OF DIRECTORS

MEETING DATE: February 18, 2016

FROM: Laura Fischer, General Manager

SUBJECT: Information Only Imperial County Community Benefit Program

INFORMATION ONLY:

I attended the Board of Supervisor's (BOS) meeting on February 9th when the BOS approved the application and funding for the Community Benefit Program. The information on this program is attached to this document.

Staff has been working on the application for funding from the County Community Benefit Program. Now that the program guidelines have been established, staff will move this project forward. The due date is April 9, 2016.

Respectfully Submitted,

Laura Fischer,
General Manager



BOARD AGENDA FACT SHEET

County Executive Office
Department /Agency

February 2, 2016
Requested Board Date

1. Request:

Board Approval	<input checked="" type="checkbox"/>	Information Only/Presentation	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	Schedule Hearing Time: _____	<input type="checkbox"/>

2. Requested Action: *Type requested action below*

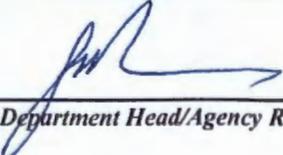
Approve Amendment to the Bylaws of the Community Benefit Program Advisory Committee as well as recommended Funding Categories, Allocations and Application Forms.

3. Cost \$ _____ Source: _____

4. If approval of Contract, reviewed/approved by County Counsel on: _____
By: _____ Action Request # 16-0069
Assigned by County Counsel's Office

5. If approval of position allocation change, approved by Human Resources on: _____
By: _____

6. Electronic copy submittal date: _____ By: _____



Department Head/Agency Representative

INSTRUCTIONS: Back-up must be submitted 11 BUSINESS days prior to requested date. Back-up submitted must contain an Original and 6 copies. Back-up must be submitted in a PDF format to cobstaff@co.imperial.ca.us.

CEO/CLERK USE ONLY: BOARD DATE: 2/2/16

Action Filing _____ Consent _____ Presentation _____

Hearing _____ CEO Approval _____ Other (specify) _____

Review: _____ Date _____
Clerk Date


CEO Date 2/2/16



PRINT

CLERK USE ONLY

BOS ACTION

BOARD AGENDA FACT SHEET

County Executive Office
Department /Agency

February 2, 2016
Requested Board Date

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CEO/CLERK USE ONLY: BOARD DATE: _____

Action _____ Filing _____ Consent _____ Presentation _____

Hearing _____ CEO Approval _____ Other (specify) _____

Review: _____
 Clerk Date CEO Date

COUNTY EXECUTIVE OFFICE

Ralph Cordova Jr.
County Executive Officer



County Administration Center
940 Main Street, Suite 208
El Centro, CA 92243
442-265-1001 Tel
760-352-7876 Fax
www.co.imperial.ca.us
ralphcordova@co.imperial.ca.us

January 25, 2016

Board of Supervisors
County of Imperial
940 Main Street
El Centro, CA 92243

SUBJECT: Community Advisory Committee Recommendations

Dear Board Members:

Background:

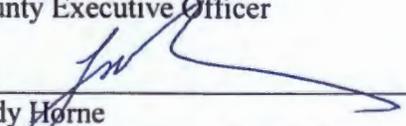
Earlier this year, the Board of Supervisors appointed five public members to the Public Benefit Program Community Advisory Committee. Since that time, the Committee has been meeting for the purpose of formulating recommendations to the Board for implementing the Community Benefit Program. The Committee held 11 workshops in late 2015 for the purpose of seeking public comments on the Program. The Committee has prepared recommendations for your consideration regarding potential project categories and funding allocations within those categories. These recommendations, along with a draft Loan Application is attached hereto. In addition, the Committee is submitting for approval amended bylaws, changing the terms of appointment in order to insure continuity within the Committee.

Requested Action:

Approve Amendment to the Bylaws of the Community Benefit Advisory Committee, as well as recommended Funding Categories, Allocations and Application Forms.

Sincerely,

Ralph Cordova, Jr.
County Executive Officer

By: 
Andy Horne
Deputy County Executive Officer



County of Imperial

940 W. Main St, Ste 208
El Centro, CA. 92243
(442) 265-1001 PH
(442) 265-1010 FAX

COMMUNITY BENEFIT PROGRAM RECOMMENDED PROJECT CATEGORIES AND FUNDING ALLOCATIONS TOTAL AVAILABLE FOR 2016 - \$2,000,000

RECOMMENDED CATEGORIES FOR FUNDING

COMMUNITY SERVICES 60% - \$1,200,000 for 2016

- Animal Shelters
- Arts & Cultural
- Library
- Nutrition Programs
- Transportation and Support Services
- Science and Technology Educational Programs
- Homeless Programs
- Park and Recreation
- Scholarship Program

COMMUNITY & ECONOMIC DEVELOPMENT 30% - \$600,000 for 2016

- Technical Training
- Infrastructure in Support of Business Development
- Entrepreneurial Training
- Small Business / Micro Loans
- Infrastructure Support on Housing
- Parks and Recreation
- Housing Projects
- Community Center
- Youth Programs

WILDLIFE HABITAT/CONSERVATION 10% - \$200,000 for 2016

- Fishing Related Activities
- Hunting Related Activities
- Habitat
- Imperial County Fish and Game Commission
- Waterways within the County

Note: 10% of allocation in each category will be reserved for supplementary funding for projects requiring additional consideration or information.



County of Imperial

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COMMUNITY BENEFIT PROGRAM APPLICATION

1. APPLICANT INFORMATION

Name _____ Date _____

Address _____ City _____ State _____ Zip Code _____

Social Security _____ Home Phone (____) _____ Work Phone (____) _____

2. ORGANIZATION INFORMATION

Organization Name _____ Date established _____

Organization Address _____ City _____ State _____ Zip Code _____

Type of entity (check one): Government Non-Profit Partnership Corporation

Type of Organization _____ Organization I.D. #: _____

3. MANAGEMENT (BOARD OF DIRECTORS, CEO, STAFF MEMBERS, ETC)

NAME	ADDRESS		

4. PROJECT INFORMATION

Program/Project Total Estimated Cost \$ _____ Matching Contribution \$ _____

Amount of funding requested \$ _____ Other Financing \$ _____

Name of financing sources (if any) _____

5. USE OF FUNDS (ENTER GROSS DOLLAR AMOUNTS)

	AMOUNT REQUESTED	OTHER FUNDS (MATCHING)	TOTAL
Program/Project Cost	\$ _____	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____
Other (no Administration costs allowed)	\$ _____	\$ _____	\$ _____
Total Amount Requested	\$ _____	\$ _____	\$ _____

6. PROJECT INFORMATION

Please provide in a separate sheet a project narrative with the following information:

- a) Program/Project description.
- b) Brief description of your specific experience as relevant to the request.
- c) Describe how Public Benefit funds will be utilized.
- d) Describe how these funds will benefit the community? How many individuals will be impacted?
- e) Explain how this project will address the criteria stated in the Request For Proposals (RFP).
- f) Please provide all relevant information from the attached Checklist.

The attached scoring sheet will be used to evaluate your application.

7. PERSONAL INFORMATION

- a) Have you or your organization ever filed bankruptcy? NO IF YES, DATE _____
- b) Are you or your organization currently involved in any pending lawsuit? No If Yes, please provide details
- c) Are you involved full time in the operation and management of this organization? No Yes

If no, who oversees the operation and management? _____

IMPORTANT: The County of Imperial reserves the right to request additional information when necessary from the applicant. Applicant will agree to comply in a timely fashion with this request. Applicant attests to the accuracy and truthfulness of the information submitted and that it is completed to the best of their knowledge. The applicant further authorizes County of Imperial to request credit reports in connection with this application for credit, and to seek out any other information it deems appropriate and necessary to process this application. Applicant authorizes County of Imperial to release such information to any entity as required in the processing of this application.

Furthermore, applicant understands that County of Imperial may **NOT** approve the application. However, if approved, applicant reserves the right to accept public benefit funds according to the terms and conditions thereto, or may withdraw the application.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

Name of applicant: _____ Signature of applicant: _____

Name of applicant: _____ Signature of applicant: _____

Application Date: _____



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COMMUNITY BENEFIT PROGRAM CHECKLIST

1. **LOAN APPLICATION**
2. **RELEASE OF INFORMATION FORM**
3. **PROJECT/PROGRAM DESCRIPTION**
4. **PROJECT/PROGRAM BUDGET** – Details of project financing, including matching funds and other funding sources)
5. **PERMITS AND/OR LICENSES** – Copy of all applicable operating permits and/or licenses.
6. **ADDITIONAL BUSINESS INFORMATION/STATEMENT:** Please provide any and all relevant business and /or personal financial information which will assist the county in the review process regarding the application for financing of the proposed project. This information shall be current and may include but not be limited to:
 - a) Balance Sheet
 - b) Profit/Loss Statement
 - c) Statement of Cash Flow and
 - d) Summary of Aging of Accounts Receivables & Accounts Payables for the interim period (last three months)
 - e) Interim financial statement to be dated within 60 days of application.
7. **CATEGORIES:**
 - A. Community Services**
 - a) Number of County residents and areas within the County receiving services or benefits from the project
 - b) Project addresses a demonstrated need in Imperial County
 - c) Qualifications and experience of organization providing services
 - d) Use of Matching Funds
 - e) Consistency with goals and objectives of the Community Benefit Program
 - B. Community and Economic Development**
 - a) Job Creation or other benefits to the county and its residents
 - b) Areas of the County to be served by the project
 - c) Project addresses a demonstrated need in Imperial County
 - d) Use of Matching Funds
 - e) Consistency with goals and objectives of the Community Benefit Program
 - C. Wildlife Habitat/Conservation**
 - a) Number of County residents and areas within the County receiving services from the project.
 - b) Project addresses need in Imperial County
 - c) Benefit to habitat and conservation resources in Imperial County
 - d) Use of Matching Funds
 - e) Consistency with goals and objectives of the Community Benefit Program

**IMPERIAL COUNTY COMMUNITY BENEFIT ADVISORY COMMITTEE
BYLAWS ESTABLISHED BY THE IMPERIAL COUNTY BOARD OF SUPERVISORS**

(1) ESTABLISHMENT OF COMMITTEE. On January 24, 2012, the Imperial County Board of Supervisors established the Imperial County Public Benefit Program. On June 26, 2012, the Imperial County Board of Supervisors established this Imperial County Community Benefit Advisory Committee (“Advisory Committee”) to be comprised of persons representing the community and the County of Imperial.

(2) CHARGE. The overall purpose of the Advisory Committee shall be to:

- a. Serve as a channel of communication between the community and the Board of Supervisors related to the community benefit element of the Public Benefit Program.
- b. Serve as an advisory body to the Board of Supervisors to implement the Goals and Guidelines of the community benefit program as defined by the Board of Supervisors. Community benefits might include, but are not limited to, infrastructure improvement, job creation, economic development and enhancement to the quality of life in neighboring communities.
- c. Make recommendations to the Board of Supervisors for improving the community benefit opportunities available under the Public Benefit Program.

(3) OFFICERS.

- a. The Advisory Committee may designate a Chairperson, whose duties shall be to preside at all meetings and to direct and coordinate the activities and functions of the Committee. The Chairperson shall be appointed for a term of one year by the Committee at its first regular meeting, and thereafter at the first regular meeting of each year.
- b. The Advisory Committee Secretary shall be the County Executive Office and shall keep the official minutes of the meetings, attend to the correspondence of the Committee, and be the custodian of Committee records. The Committee may designate an assistant secretary to act in the absence of the Secretary.

(4) MEMBERSHIP. Membership of the Advisory Committee shall consist of seven (7) individuals representing the listed affiliations or activities.

- a. The Imperial County Executive Officer or his designee.
- b. The Imperial County Community and Economic Development Manager or her designee.
- c. Five members shall be appointed by the Board of Supervisors representing each of the supervisorial districts. The Board of Supervisors may also select alternate members to participate in the absence of any of these members.

(5) APPOINTMENTS OF VACANCIES AND TERMS. The terms for appointed members shall be four (4) years. However, for the initial appointment to the Advisory Committee, two of the appointed members shall serve for a term of two years.

(6) STAFFING AND MEETINGS.

- a. Staffing of the Committee will be provided by the County Executive Office, who shall schedule meetings, provide adequate public notice, establish agendas, and keep minutes.
- b. The Committee shall comply with the California Public Records Act, California Government Code sections 6250 *et seq.*
- c. Any meeting may be adjourned to a date certain by a majority of the members present. Other meetings or hearings may be held as necessary, subject to the call of the Chairperson.
- d. All meetings shall comply with the Ralph M. Brown Act, California Government Code sections 549501 *et seq.*

(7) ATTENDANCE. Regular attendance at meetings of all members or their alternates, when necessary, is required to enable the Committee to properly discharge its duties. A member or designated alternate shall not exceed three (3) absences in any twelve month period; violation of this provision may be cause for removal. The Chairperson may make recommendations to the Board of Supervisors regarding attendance issues, as he/she deems appropriate. The Secretary shall keep records of attendance and provide it to the Board of Supervisors upon request.

(8) QUORUM. Five members of the Committee shall constitute a quorum. A majority of a quorum shall decide all questions. No official business shall be conducted in the absence of a quorum.

(9) ORDER OF BUSINESS. The order of business for all regular meetings shall be:

- a. Call to order.
- b. Consideration of topics on the agenda, which shall include an adequate description of the agenda items to be discussed.
- c. Other business which may come before the Committee.
- d. Public comment.

(10) SUBCOMMITTEES. The Committee, or Chairperson, may appoint sub-committees as deemed appropriate. Subcommittees shall consist of at least two, but not more than four members of the Advisory Committee.

(11) OFFICIAL PAPERS. All official papers involving the authority of the Committee shall be attested to by signature of the Secretary.

(12) CHANGES IN BYLAWS. A majority vote of all committee members shall be required to recommend any amendment of these bylaws to the Imperial County Board of Supervisors.

(13) COMPENSATION. Appointees to this committee shall serve without compensation.

Adopted by the Imperial County Board of Supervisors on this ___ Day of June 2015.

BY: _____
Ryan E. Kelley
Chairman, Board of Supervisors

ATTEST: _____
Blanca Acosta
Clerk of the Board of Supervisors