

MANITOWOC PUBLIC UTILITIES (MPU) COMMISSION POLICY STATEMENT

Policy Subject: Allowable donations and contributions from MPU

Policy Objective: To establish an approved methodology identifying which community organizations and their activities within the corporate limits of the City of Manitowoc that enrich the lives of the majority of our citizens that will be financially or otherwise supported by MPU.

Introduction: MPU is a community-owned utility providing water, electric and dark fiber. One of our major strengths is our ability to meet the quality of life needs that make our community strong and attractive to its citizens and prospective citizens.

Policy Statement: MPU will offer community speakers, facility tours and educational resources annually to promote utility services, conservation and environmental awareness while using limited available resources wisely and effectively. In addition, MPU will follow the process outlined below with respect to additional donations and contributions.

To achieve the above policy objective, MPU will maintain a Donation Policy Committee (DPC) comprised of five (5) MPU employees (three (3) non-exempt and two (2) exempt), residing within the corporate limits of the City of Manitowoc and reporting to the General Manager. The DPC will periodically review and make recommendations regarding all donation requests that meet the requirements of this policy established and approved by the MPU Commission, to the General Manager.

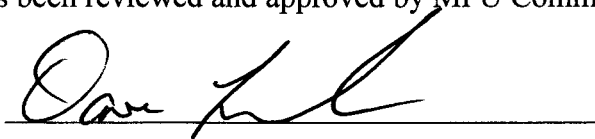
- Members of the DPC may serve a maximum of three (3) consecutive one-year terms from October 1, through September 30.
- After a 2 year consecutive absence from the DPC a committee member may be reappointed.
- The following types of donations will considered:
 - Cash Donations – a direct cash contribution.
 - In-Kind donations – donations that do not require a direct cash outlay, i.e. engineering services; and volunteer time of an employee within corporate limits of City of Manitowoc.
 - Pass Through donations – i.e. purchasing materials at our cost and having the requesting entity reimburse the utility on a dollar for dollar basis.
 - In-Kind and Pass Through donations that require MPU employee time will be “billed” to the annual budget for the cost based on the employees hourly rate. For example, 3 hours of engineering services for a lighting project might be billed at \$35/hour for 3 hours would result in a budget reduction of \$105 ($\$35 \times 3 \text{ hours} = \105).
- The following types of donations will not be allowed under this policy:
 - Advertising requests.
 - Donations to an individual (as opposed to an legal entity).
 - Donations that benefit only a small group of rate payers.

- Donations for any type of political organization and/or party.
- Donations to a religious organization.
- Donations would be limited to the following:
 - An established 501(c)(3) entity located within the City of Manitowoc other than a political or religious organization.
 - A well-established youth program that has been in existence for more than five (5) years in the City of Manitowoc.
 - Any donation to a single organization will not exceed \$500 in a calendar year for approval by the DPC. The General Manager is authorized to make a donation up to \$5,000 to a single organization.
 - Any employee or their family member must be involved in the organization (non-religious or non-political activity) and such person must reside within the City of Manitowoc.
 - All requests must be submitted in writing prior to December 1 for consideration for the upcoming year to the General Manager.
- The General Manager will have complete discretion in utilizing MPU employee time for projects outside of MPU required tasks. If a request is made of MPU for In-Kind services, but MPU projects do not allow for staff time to be utilized the General Manger can decline the request.
- The maximum annual budget for donation in a calendar year is \$25,000.
- No carry-over of unused funds will be allowed from one year to the next year.
- The General Manager will have final authority on donations.
- The donation budget will be reviewed in October 2019 and revised based on the requests received from 2017 to 2019, and periodically thereafter at the discretion of the Commission.
- The General Manager will provide quarterly reports of contributions to the Commission at the second commission meeting following the quarter.

Approval:

This policy has been reviewed and approved by MPU Commission:

Signature:



Date:

November 14, 2016