



Manitowoc Public Utilities Utility Policy Document

Title	Donation Policy
Policy Owner	Engineering Manager
Effective Date	November 14, 2016
Last Revised	October 14 , 2019
Next Revision Date	September 2021
Retention	Permanent

1.0 PURPOSE

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.

2.0 SCOPE / OBJECTIVE

MPU will support community organizations and their activities within the City of Manitowoc that enrich the lives of the majority of our citizens.

3.0 RESPONSIBILITIES / PROCEDURES

MPU's strong preference is to offer community speakers, facility tours and educational resources to promote utility services, conservation and environmental awareness while using limited available resources wisely and effectively. MPU may, in its sole and absolute discretion also make contributions as set forth below.

To achieve the above 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 review and recommend approval of donation requests within the policy established by the MPU Commission to the General Manager.

- Members can serve a maximum of three (3) consecutive one-year terms from October 1, through September 30.
- After a two (2) year consecutive absence from the DPC a committee member may be reappointed.
- The following types of donations will be considered:
 - Cash Donations – a direct cash contribution.
 - In-Kind donations – donations that do not require a direct cash outlay, i.e. engineering services.

- 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 applicable employees’ hourly rates. 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 (\$35x3 hours = \$105).
- The following types of donations will not be allowed under this policy:
 - Advertising requests.
 - Donations to an individual.
 - Donations that benefit only a small group of rate payers.
 - Donations for any type of political activity.
 - Donations to a religious activity.
 - Donations in excess of \$500.
- 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 activity operating for more than five (5) years in the City of Manitowoc.
 - All requests must be submitted in writing at least 90 days prior to the funding date.
 - Preference will be given to an employee or a family member of an employee, who resides in the City of Manitowoc, and who is involved in a (non-religious or non-political) organization or activity.
- All donation requests will be considered on a first-come, first-served basis.
- 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 General Manager will have final authority on donations in any calendar year up to and including \$25,000. Any request exceeding this amount will require Commission approval.
- The DPC will provide quarterly reports of contributions to the Commission by January 15, April 15, July 15, and October 15.

4.0 EXTRAORDINARY REQUESTS

Should any party seeking a donation in excess of \$25,000 make a request to the General Manager, prior to the commencement of the project, program or event, and should the General Manager determine that such a request is consistent with the mission of MPU and the scope and objective of this policy, such request shall be presented to the MPU Commission in a format as may be requested by the MPU Commission for final consideration and disposition.

5.0 ADMINISTRATION

Except as set forth in Section 4.0 above, the Engineering Manager will be responsible for compliance with this policy under the general oversight of the General Manager.