

**SUBJECT:**

**DISTRICT BUDGET  
ALLOCATION POLICY**

**POLICY  
NUMBER**

**EFFECTIVE  
DATE**

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**200-07**

**08-27-2019**

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PURPOSE: To establish a comprehensive policy and guidelines outlining the criteria for the spending and reporting of district budget allocation funds within the City Council Contingency account.

POLICY:

1. Each Council Member, including the Mayor, will be allotted \$5,000 per fiscal year for use on community projects and events within the City.
2. Each Council Member shall direct funds towards projects, programs or events that are beneficial to Garden Grove residents' quality of life.
3. All funds shall be used to further the City Council's expressed priorities and goals.
4. All funds shall be spent in accordance with existing City purchasing policies and practices.
5. All funds shall be spent in compliance with Federal and State laws and regulations.
6. All unexpended funds shall NOT be carried over to future fiscal year budgets unless an existing purchase order has already been established for a current, unfinished project.
7. Funds may be spent in an individual district, in multiple districts (i.e. collaborative projects), or Citywide.
8. Written communications should not include the specific names of individual City Council Members.
9. Expenditure requests from City Council members shall be administered through the City Manager's Office.
10. All expenditures will be reported in the weekly City Manager's Memo, posted on the City's webpage, and reported at City Council Meetings to ensure transparency.

## **Eligibility Criteria**

City Council Members, in coordination with the City Manager's Office, shall consider the following criteria:

1. The relationship and importance of the project or event to the City's mission;
2. Whether the project or event furthers the City Council's expressed priorities and goals;
3. Whether the project or event will create financial or administrative burden on the City or require additional personnel;
4. Whether a project or event is, or will be considered to be politically oriented;
5. Whether the project or event is, or will be perceived as religiously oriented;
6. Whether the project or event is, or will be perceived as offensive to segments of the City's community;
7. Whether the persons or organizations affiliated with the project or event take positions or otherwise engage in activities that are inconsistent with local, state, or federal law as well as City policies, the City mission, or Council's priorities;
8. Other factors that might undermine public confidence in the City's impartiality or interfere with the efficient delivery of City services or operations.

## **Procedure**

1. The City Council shall submit inquiries or requests for funding to the City Manager's Office for review in accordance with the eligibility criteria;
2. The City Manager's Office will process requests and provide administrative support as needed;
3. City Council Members, in coordination with the City Manager's Office, shall be responsible for adhering to the City's purchasing policies and practices and shall submit all required, supporting documents (e.g. bids, quotations, and proposals) related to the request. (See attached Purchasing Spending Limits and Requirements)