

## **Rules for Neighborhood Planning Assemblies' Use of City Expense Funds**

1. City funds can only be used to further the purposes of the NPAs, which are, according to the Resolution creating the NPAs:
  - To be open and accessible to all voters of the city residing in the ward;
  - To provide ward residents with information concerning city programs and activities;
  - To help obtain residents' views of city needs:
  - To help provide residents with an opportunity to make recommendations relating to government decisions;
  - To provide advice to City Commissions or the City Council relating to community development, housing programs, the City's Comprehensive Development Plan, waterfront planning activities, and the City budget.
2. Funds must be used only for expenses to carry out the above goals. Generally, funds may not be used to directly benefit an individual, family, or group. In other words, an NPA may not provide cash to a family in need or make a donation to a charity. City funds may not be used for the purchase of alcohol, marijuana, or other controlled substances.
3. If an NPA wishes to pay a person to provide any service, such as ASL interpretation or language translation, the arrangement with that person must be approved (before the service is agreed to) by the City's Human Resources Department and City Attorney's Office, as the individual will have to meet City contracting or employment guidelines, depending on the situation. Requests for services must be made to CEDO at least three weeks before a commitment is made to the individual, and CEDO will obtain the necessary approvals.
4. City purchasing policy requires that any purchase for goods over \$1,000 or consulting services over \$2,500 must be competitively bid. For purchases under \$15,000, this requires obtaining verbal (or written) quotes from at least three vendors. A record of those three quotes should be submitted with any purchase order or request for reimbursement. If there is only one source that can provide the specific goods or service required, a request for approval to sole source the purchase must be approved by the Chief Administrative Officer in writing before the purchase is made.
5. The City will not reimburse for taxes, so the City's tax exemption should be used for any purchase.
6. Any written contract to pay funds must be approved by CEDO, the Chief Administrative Officer, and the City Attorney's Office before it is signed. Remember that verbal agreements can be enforceable as well.
7. NPA members, including Steering Committee members, may not vote for, authorize, or be involved in any way with a payment of City funds to any person in the member's immediate

family or to any business or organization with which the member is associated in a decision-making role. NPA Steering Committee members must abide by the City's conflict of interest policy.

8. No funds may be provided or reimbursed by the City without a purchase order and, after the transaction, a receipt from the vendor(s) for the specific amount.

9. Funds designated in a particular year's budget must be spent, and all documentation submitted to CEDO during the fiscal year in which the expense is incurred and within ten days (10) days after the expense was incurred. In any event, no reimbursement may be submitted more than thirty (30) days after the end of that fiscal year (June 30). Any requests for funds made outside of these timelines will not be paid.