

CITY OF SAN DIEGO
PLANNING DEPARTMENT
ADMINISTRATIVE GUIDELINE

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COMMUNITY PLANNING GROUP BUDGETS	Revised Date: July 1, 2018		

1. PURPOSE

- 1.1. To establish procedures for the administration of annual Community Planning Group (CPG) budgets.
- 1.2. To assign responsibility to Community Planning Groups and the Planning Department with applicable duties and requirements for the utilization of budgeted funds.
- 1.3. To ensure that City budget and accounting policies and practices are adhered to in administering operating expense funds to Community Planning Groups.

2. SCOPE

- 2.1. This Planning Department administrative guideline applies to the Planning Department and all recognized Community Planning Groups per Council Policy 600-24 in the administration of Community Planning Group budgets.

3. GENERAL INFORMATION

- 3.1. As part of the Fiscal Year 2015 Adopted Budget, \$20,500 was appropriated to the Planning Department's General Fund budget for the purpose of supporting the Community Planning Group's operating expenses. This budget was to be apportioned among the 41 recognized groups at \$500 each.
- 3.2. During Fiscal Year 2016 the new Barrio Logan Community Planning Group was formed and recognized formally by the City Council. Correspondingly the Planning Department allocated an additional \$500 for this new planning group.
- 3.3. As a General Fund budget appropriation, the funding is subject to city budget and accounting policies and practices, including the annual Appropriation Ordinance.
- 3.4. Any balance of unexpended funds will not carry forward to the next fiscal year.
- 3.5. Budgets cannot be shared, combined or transferred across Community Planning Groups or with the Community Planners Committees (CPC).
- 3.6. The annual operating budget appropriation is not intended to replace or limit Council Policy 600-24, Article VI, Section 5. It is intended to support the same objective of promoting understanding and participation in the planning process.

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3.7. The annual Community Planning Group budget allocations are appropriated within the City’s General Fund. As such, each Community Planning Group is responsible for exercising a strict fiduciary responsibility as stewards of public funds and ensure adequate internal controls exist within each group.

4. COMMUNITY PLANNING GROUP RESPONSIBILITIES

4.1. Each Community Planning Group shall be in good standing with the City pursuant to and in conformance with Council Policy 600-24 and each group’s respective by-laws.

4.2. All Community Planning Groups are required to have the minimum of three (3) Planning Group Officers called for in Council Policy 600-24, Article VII, Section 1.

4.3. Each Community Planning Group Chairperson is responsible for identifying which current Officer will be set up by the City as the “vendor” for purposes of receiving reimbursement. The selected Officer must provide personal and tax information as required by the City of all vendors.

4.4. Community Planning Group Chairpersons are responsible for ensuring the legitimacy, validity, and appropriateness of all operating expenses and that they’re used for the sole purpose of supporting group operations.

4.5. The Chairperson, or designee, is responsible for accurately accounting for all group expenditures, inventory, supplies, assets, receipts and records associated with use of the General Fund budget allocation.

4.6. All records associated with the use of the General Fund budget allocation shall be maintained consistent with Council Policy 600-24, Article VI, Section 2.(d)(4) Records Retention.

5. PLANNING DEPARTMENT RESPONSIBILITIES

5.1. The Planning Department will ensure Community Planning Group budget transactions comply with City policies and procedures.

5.2. The Planning Department will monitor Community Planning Group compliance with this Planning Department Administrative Guideline.

5.3. The Planning Department reserves the right to conduct on-site, firsthand audits of expenditure activity funded by the General Fund budget allocation.

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5.4. The Planning Department will provide Community Planning Group budget summaries to the Mayor’s Office, City Council, and other City departments as requested.

5.5. The Planning Department will provide financial summaries indicating available budget balance to each Community Planning Group as reasonably requested.

6. PROGRAM DETAILS

6.1 ELIGIBLE EXPENSES

6.1.1 The City of San Diego is not responsible or liable for any activity conducted on the computer, other electronic device or supply that is purchased by the Community Planning Group and reimbursed with their General Fund budget allocation

6.1.2 Community Planning Group operating budget expenditures funded by the General Fund appropriation, via the Planning Department, will be permitted within the six categories underlined as follows:

6.1.2.1 Office Supplies

Examples include: Pens, paper, binders, folders.

6.1.2.2 Electronic and Computer Equipment

Examples include: Laptops, projectors, microphones, speakers, HDMI cables, digital notepads, other digital technology instrumental for CPG operations.

6.1.2.3 Software

Examples include: Microsoft office, Adobe Reader.

6.1.2.4 Mail/Postage

Examples include: Postage, shipping, overnight delivery, U.S. Post Office box (PO Box) rental.

6.1.2.5 Printing/Photocopies

Examples include: Printing supplies, copies, map reproduction.

6.1.2.6 Outreach/Promotion

Examples include: Advertisements, announcements.

6.1.2.7 Rental/Storage

Examples include: storage space for records, meeting space.

Note: Consistent with Council Policy 600-24, Article I, Section 3, the Community Planning Group should utilize City public facilities for their meetings. Meeting space costs are only reimbursable if City public facilities are unavailable for meetings, as determined by the Planning Department.

6.1.2.8 Website

Examples include: domain names, server hosting, web design.

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6.2 REIMBURSEMENT REQUIREMENTS

- 6.2.1 Original receipts for all eligible expenses or scanned copies over email are acceptable.
- 6.2.2 Invoice form with required authorizing signatures.
- 6.2.3 Reimbursement requests may be invoiced to the Planning Department during the fiscal year (July 1 – June 30).
- 6.2.4 Invoices will be accepted no later than June 15 every fiscal year.
- 6.2.5 Approved reimbursements are not to exceed \$500 per Community Planning Group per fiscal year.

6.3 REIMBURSEMENT PROCEDURES

- 6.3.1 Each reimbursement request must include a “CPG Invoice” sheet summarizing all expenditure activity for which reimbursement is sought.
- 6.3.2 The CPG Invoice sheet must have authorized signatures of approval for each request.
- 6.3.3 Each reimbursement request must include all receipts for each item listed on the CPG Invoice sheet.
- 6.3.4 Receipts for debit/credit transactions may be in the name of someone other than the approved Community Planning Group “vendor” with the City. However, the CPG Officer set up as the City “vendor” will be the only recipient of the reimbursement check from the City.
- 6.3.5 The completed reimbursement request packets may be scanned and emailed to the Planning Department at sdplanninggroups@sandiego.gov. or mailed to the Planning Department, at: **9485 Aero Drive, MS 413, San Diego, CA 92123**.
- 6.3.6 Upon receipt of the invoice packet, Planning Department staff will review the reimbursement request. If approved by the Planning Department a request for payment processing will be submitted to the Office of the City Comptroller within five (5) business days.

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- 6.3.7 The Office of the Comptroller will issue a check to the Community Planning Group Officer on file as the vendor generally within a thirty (30) day period from the date of the invoice.
- 6.3.8 Upon receipt of the reimbursement from the City, it is the designated Officer's responsibility to ensure that any other individuals with approved expenses included in the last invoice are reimbursed.

6.4 REPORTING/AUDITING

- 6.4.1 The Planning Department will take the lead on all financial reporting of Community Planning Group budget activity.
- 6.4.2 The Planning Department may periodically conduct audits on-site or otherwise to ensure compliance with these administrative guidelines.
- 6.4.3 In the event of a Public Records Act request, the Planning Department and respective Community Planning Group(s) will work together to coordinate and document a formal response within the legally required timeframe.

APPENDIX

[Council Policy 600-24: Standard Operating Procedures and Responsibilities of Recognized Community Planning Groups](#)

[Community Planning Groups Administrative Guidelines](#)