

Introduction to Participatory Budgeting **Meeting Summary**

Date: Thursday, October 19th

Time: 6:30-8:00 PM

Location: Cypress Community Center, Multipurpose Room

Agenda Items:

1. Welcome – Councilmember Chappie Jones
2. What is Participatory Budgeting – Lee Wilcox, Mayor’s Office, Director Budget & Finance
3. Presentation: Step-by-Step Process
 - a. Submitting Ideas
 - b. Research & Vetting of Project Proposals
 - c. Voting and Project Awarding
4. Roles & Responsibilities
 - a. Nomination Committee
 - b. Steering Committee / Budget Delegates
 - c. Community Members
5. Next Steps
6. Questions

Meeting Summary/Key Take-Away Ideas:

What is Participatory Budgeting (By: Lee Wilcox)

- The first Council District to participate in Participatory Budgeting was District 3. For more information on their process visit www.d3decides.com.
- The community will not only vote on projects, but also set up the participatory budgeting process. The community will follow this “rule book” throughout the process.
- Community gets to focus on a small amount of money within your District.
- The projects that are proposed by the community also help the Councilmember and City Hall better understand the priorities of the District.
- District 3 – also had a “voting date” which is a community event that will provide an opportunity for the community to see the proposed projects and vote.
- Also, District 3 used a “cereal box” to highlight the different projects, the displays were very successful.
- Participatory Budgeting is a good community building tool.
- District 5 is also doing Participatory Budgeting this year. District 5 has learned through the process that they really need the parks to be activated. Through the process they have are able to address the key concerns.
- Have fun with the process!

- It's important that the steering committee realize that your purpose is the process, not one individual process. Ensuring there is a fair, transparent process.

Participatory Budgeting Process – Councilmember Chappie Jones

- Step 1: Kick off meeting
- Step 2: Project Ideas Submittal
 - Project ideas – new park equipment, new lighting under an overpass. An example of a project that is not suitable are private cameras on individual homes.
 - Project Criteria
 - 1-time expense that can be completed with funds from process
 - Capital projects, which usually involve infrastructure improvements (vs. operating projects which usually fund salaries and services)
 - Implemented on City of San Jose on City property (for example: streets, sidewalks, parks, libraries, community centers municipal buildings)
 - Located in District 1
 - Below the total allotted amount of \$200,000
- Step 3: Budget delegates turn ideas into real projects by working with the District 1 office and City staff to ensure projects meet project criteria and determine estimated cost of each project.
- Step 4: Vote! Participants can vote in person, by mail, or via the District 1 Participatory Budgeting website (www.d1decides.com) Voter criteria will be determined by the steering committee.
- Step 5: Winning projects are chosen!

Roles & Responsibilities – Bob Levy (President of District 1 Leadership Group)

- We need many volunteers to help with the process.
- District 1 Leadership Group – nominate steering committee, District 1 office will decide who will be appointed to the steering committee.
- Steering Committee
 - Responsible for deciding how the program will work
 - Evaluate projects
 - Voter criteria
 - Responsible for overall program
- Budget Delegates
 - Work with City Departments
 - Work with District 1 office
 - Overall goal is to vet projects

Questions:

1. Did District 3 spend the money?
 - a. Yes, \$100,000 from first year has been spent. Projects are being implemented now.
2. Where are the District 1 boundaries?
 - a. <http://sjdistrict1.com/district-1-resources/district-1-map-community-resources/>
3. What role spends more time?
 - a. Steering Committee or Budget Delegates? Steering Committee spends more time because they are creating the program. The budget delegates typically spend 10 hours throughout the program. But, the time spent depends on how many volunteers we get.
4. You want more people on the west side of the District. How do you plan to get the West side residents a part of the process?
 - a. It is the job of the Steering Committee to help with additional outreach.
5. If District 3 had a successful project, why aren't we using that process as an outline?
 - a. We are – District 1 process is being modeled after the District 3 and District 5 processes
6. How did District 3 & District 5 help get the word out?
 - a. District 3 used high school students and lowered the voting age down to 15.
 - b. District 5 used existing neighborhood associations and the leadership group.
7. District 3 got three to five hundred participants? How did people find out about this meeting?
 - a. Mostly District 1 newsletter
8. We have \$200,000 to work with? Who sets that amount?
 - a. Mayor's budget message allocated that amount for each District
9. What is the process for submitting ideas for projects?
 - a. Online
 - b. In person
 - c. By Mail
10. Is neighborhood beautification considered a project?
 - a. Yes, a neighborhood beautification project would be considered a project, but the project must be located on City property.
11. Would like to have a summary or a flyer to advertise to my neighborhood.
 - a. The District 1 office will prepare and distribute a flyer to help advertise the program.