

2018 Participatory Budgeting Guide

District 1



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District 1

2018 finds San Jose District 1 joining Districts 3 and 5 in engaging with the Participatory Budgeting process. This guide is being developed by the District 1 Steering Committee – borrowing heavily from Districts 3 and 5 efforts – to document the process and provide guidance to all involved. It will also hopefully serve as a foundation for future Steering Committees.

What is Participatory Budgeting?

Participatory Budgeting (PB) is a different way to manage public money, engage people in government, and expand civic participation outside of local government. Participatory Budgeting is a process that was first developed in Brazil in 1989 and is now practiced in well over 1,500 cities around the world. It is a democratic process in which community members participate in the decision on how to spend part of a public budget. Though each PB initiative looks different, the process generally involves several months of public meetings, discussions, and voting.

Residents will have the opportunity to propose ideas, participate in active discussion, and vote on which neighborhood projects should receive public funds.

Participatory Budgeting in San José

For the 2017 – 2018 fiscal year, the City Council has made \$200,000 available to implement projects using the Participatory Budgeting process within District 1. A steering committee was appointed to assume overall responsibility for the process along with members of Councilmember Chappie Jones' staff. Budget Delegates work on transforming submitted ideas into project proposals for the general public to vote on.

Steering Committee:

Ramona Snyder, Chair (Hamann Park)
Jeffrey Englander, Vice Chair (Rainbow West)
Helen Dubois (Westgate Village)
Steve Ling (Strawberry Park)
Frank Ponikvar (Lynhaven)
Doris Livezey (Murdock)
Charlsie Chang (Primrose)

Budget Delegates:

Nancy Okamura (Rainbow West)
Raluca Abrahami (Murdock)
Stephen Quentin (Miller)
Jennie Bader (Hathaway)
Bill Bruns (Strawberry Park)
Meenakshi Srinivasan (Easterbrook)
Norman Boccone (Country Lane)

Robert Droege (Strawberry Park)
Mike Eckley (Boynton)
Neil Bliss (Lynhaven)
Gerald Giles (Lynhaven)
Mary Tanner (Miller)
Devika Keskar (Country Lane)

Eligible projects will be placed on a ballot for community voting. Winners will be announced in June 2018.

Operating Principles

The Participatory Budgeting Process will operate under the following principles:

- Transparency

The entire Participatory Budgeting process will be open and transparent.

- Ethical Behavior

Members of the Steering Committee and Budget Delegates will operate in an ethical manner. For example, Steering Committee members and Budget Delegates will recuse themselves from reviewing or acting upon their own submissions or those that might raise potential conflict of interest issues.

- Inclusion

This process is open to all (within the guidelines that follow) without regard to race, religion, sex, ethnicity, income level, education level, residency status, sexual orientation etc.

- Expand Civic Participation

Use the Participatory Budgeting process to encourage citizens to become involved with their government. The Steering Committee is especially interested in encouraging youth to participate.

- Have a lasting, positive impact on the city

Enhance the quality of life in District 1 in a way that has a lasting effect. Ideally the projects selected will be sources of pride in future years.

Timeline



Roles and Responsibilities

There are three primary roles that the general public have in making D1's Participatory Budgeting Process a success:

- Steering Committee
- Budget Delegate
- Idea Submitters

Steering Committee

The Steering Committee is a group of volunteers that provides overall guidance to the process and makes policy decisions such as submission and voting requirements. For 2018, the Steering Committee consists of seven members who expressed interest in serving and who come from all corners of District 1. The Steering Committee works closely with D1 staff members who provide invaluable insight and support.

Budget Delegates

Budget Delegates are a group of volunteers who reside in D1 who will take submitted ideas and turn them into real project proposals.

- Budget Delegates must attend an orientation
- Budget Delegates will join a committee focused on one of the categories identified by the Steering Committee and will review ideas within the category. This allows the delegates to develop a degree of expertise in one area and develop relations with the appropriate city department and staff
- Budget Delegates are expected to engage in outreach to communicate the Participatory Budgeting Process

Specific responsibilities of budget delegates are:

- Make contact with every idea submitter. This is vital!
- Determine if the projects meet the guidelines established by the city and the Steering Committee
- Work with City Staff to determine project's viability and feasibility
- Work with City Staff to estimate the cost to implement the project
- Work with City Staff to determine if plans might exist to address the proposed project
- Develop full project proposals so that voters have a complete understanding of the idea
- Provide the submitter with results of review and explain if it will/will not be on the ballot. If not, why.

Idea Submitters

By far, the most important role in this process belongs to the idea submitters. Only by generation of ideas does the rest of the process make any sense.

Project Eligibility

Projects are eligible for funding if they meet the following criteria:

- Benefit the public.
- Located within District 1
- One-time expense that can be completed with funds from 2017-2018 Participatory Budgeting allocation of \$200,000.
- Capital projects that involve (usually) infrastructure improvements and are tangible.
- Implemented by the City of San José staff on city property (i.e.: libraries, community centers, parks, municipal buildings, sidewalks, streets, creeks, trails).
- Submitter has provided contact information on their submission.
- Submitter responds to requests from a Budget Delegate for clarification and or additional details as needed.
- The idea is not being implemented within the year or following year by the City.
- Does not exceed \$200,000.

Project Categories

For 2018, the Steering Committee has settled on the following categories

- Parks & Recreation
- Arts & Culture
- Environment
- Education & Technology
- Streets, Sidewalks & Public Safety
- Youth & Seniors
- Other

Submitted ideas will be assigned to the most appropriate category by D1 staff.

Idea Submission

- Any individual or group may submit an idea regardless of D1 residency.
- Contact information is required (either phone or email) for each submission.
- There is no limit to how many ideas may be submitted per individual or group
- The public may submit project ideas online at: <http://d1decides.com/share-your-ideas/submit-a-project-idea/>
- Collection boxes for paper submissions will available at:
 - West Valley Branch Library: 1243 San Tomas Aquino Rd, San Jose, CA 95117
 - Calabazas Branch Library: 1230 S Blaney Ave, San Jose, CA 95129
 - Cypress Community Center: 403 Cypress Ave, San Jose, CA 95117
 - The Steering Committee is exploring allowing drop offs at several schools. However, as of this writing, none are identified.
- If a submission passes through the screening process the submitter(s) will be asked to help develop it as necessary working alongside a Budget Delegate. However, this is NOT a requirement.

Voting Eligibility

- Must be at least 14 years of age
- Must live, work/own a business, or attend school in District 1

Voting Process

- Ballots will be available in English, Spanish, and Vietnamese
- Ballots will be available online and on paper
- Only one ballot per eligible voter
- Voters may select up to a number of projects to be determined by the Steering Committee. For example, the Steering Committee may elect to allow each voter to select up to 5 projects.
- Ballot must contain name, phone number, and optional email

- If not a resident of District 1, the voter will indicate which school or business he/she is associated with.

Vote Counting Nitty-Gritty

As stated above, the Steering Committee will determine how many project proposals a voter may select on his/her ballot. The discussion below assumes the Steering Committee has determined that each voter may select up to 5 project proposals.

Ballots with more than 5 project proposals selected will not be counted.

Once the ballots are counted, projects will be funded as follows:

1. The project proposal with the most votes will be funded.
2. The remaining funds will be determined by subtracting the cost of the above project from \$200,000.
3. If there are funds remaining, the project with the next highest vote count will be funded if possible.
 - a. If this project requires more funds than available, skip it and go to the next project which can be covered by the available funds.
 - b. If the end of the project list is reached, we are done. Any remaining funds will be returned to the city.
4. The remaining funds will be determined by subtracting the cost of the project from whatever the previous balance was.
5. Repeat step 3 if remaining balance is greater than \$0.

In the event that 2 or more projects receive the same number of votes and the available funds cannot cover them all, the Steering Committee will decide on how to proceed.

See Funding Example on the next page.

Funding Example

List of Projects in order of votes received

Project 1	\$50,000
Project 2	\$90,000
Project 3	\$100,000
Project 4	\$40,000

Project Funding Example

	Available Funds
Starting Balance	\$200,000
Fund Project 1 for \$50,000	\$150,000
Fund Project 2 for \$90,000	\$60,000
SKIP PROJECT 3	Cannot fund given balance
Fund Project 4 for \$40,000	\$20,000
Return \$20,000 the city	

Submission to the City Council

After the votes are counted and finalized, the projects will be sent to the City Council for final approval. Once approved, implementation will begin.