

# Participatory Budgeting Rulebook

District 5

**COUNCILMEMBER MAGDALENA CARRASCO**

2017

Drafted by: Lopez, Baltazar

# Participatory Budgeting Rulebook

---

## District 5

This rulebook was developed through the help of the Steering Committee and by borrowing examples of other successful Participatory Budgeting programs with assistance from the City of Vallejo, District 3 City of San Jose, Cambridge MA, New York City Council and the non-profit organization, The Participatory Budgeting Project (PBP). While Participatory Budgeting is inspired by experiences elsewhere, we want San José's process to reflect the unique characteristics of our community. The following guidelines and examples are based on our understanding of community needs, issues, and interest.

### 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. Through each PB initiative looks different, the process generally involves several months of public meetings, discussions, and voting.

### Participatory Budgeting in San José

Councilmember Magdalena Carrasco and the City Council allocated \$100,000 for San Jose residents living in District 5 to engage in Participatory Budgeting. Cities that implement Participatory Budgeting usually follow similar framework: residents brainstorm spending ideas and propose projects. Proposals are then vetted and filtered by volunteers called Budget Delegates. Lastly, residents vote on proposals.

### Our Goals

We aim for Participatory Budgeting to have the following impacts:

**1. Be accessible to all**

Ensure all members of District 5 can participate regardless of their background. This includes but is not limited to; race, sex, ethnicity, income level, education level, residency status, sexual orientation etc.

**2. Improve our city sustainably**

Enhance the quality of life in District 5 in a way that has a lasting effect. The greatest amount of good for the greatest number of people over the longest time. Develop a successful participatory budgeting that will easily be replicated for years to come.

**3. Unify the district**

Bring residents together to work collaboratively with one another for the good of the district as a whole.

Allow for residents to build new relationships and engage with one another positively.

#### **4. Open up government**

Allow residents to learn about the city process and play a direct role in spending of funds.

Build greater levels of apathy for City Hall.

#### **5. Expand civic participation**

Inspire residents to participate in all levels of government while increasing and diversifying participation in local government.

## **Our Principles**

We strive to implement Participatory Budgeting according to the following principles:

### **1. Accountability**

Keep the City of San Jose, elected officials, and community members accountable to the common good.

### **2. Transparency**

Share information and openly make decisions, while also explaining why those decisions were made.

### **3. Inclusion**

Make sure to engage all stake holders of district 5 so that everyone has a chance to participate.

### **4. Community**

Bring people from all neighborhoods, backgrounds, and community organizations to work together towards common goals. This includes but is not limited to: non-profits, schools, businesses, faith organizations, city departments, sport leagues, social clubs, retirement homes, and individuals with no ties to any organizations.

### **5. Equity**

Ensure individuals have equal power over decisions and public spending. This is accomplished by building community relationships, knowledge, skills, and experience in government and budgeting

## **How Participatory Budgeting Works**

### **Roles and Responsibilities**

There is a role for everyone in Participatory Budgeting, but depending on their time constraints and stake in the community those roles may vary. There are three significant ways to contribute to the process:

- Submit an idea
- Steering Committee
- Budget Delegate

### **Idea Submission**

- Anyone may submit an idea if they live, work, practice faith, have children that attend school, own property, or own a business within District 5
- Email address is required for submission; a phone number is optional
- There is no limit to how many ideas may be submitted per individual
- The public may submit project ideas online or in person
- If your idea passes through the screening process you will be asked to help develop it further with budget delegates. Although the submitter is not required to accept for their idea to continue.

### **Steering Committee**

- A group of volunteer that come together to brainstorm and decide the rules of District 5's PB which includes who and how the community submits ideas and votes.

### **Budget Delegates**

- Budget delegates turn eligible ideas into real projects
- Research problems, needs, and other sources of funds
- Learn about the budget funds and the budget process
- Discuss and evaluate eligible project ideas
- Develop full project proposals and presentations for voting expos, with assistance from experts
- Budget delegates must consider:
  - Project's visibility
  - Project's impact: qualitative (need, purpose) and quantitative (how many people served)
  - If City staff already has plans to implement project
  - How feasible is the project?
  - How much need does this community have?

### **Develop Proposals: Budget Delegate Meetings**

- All delegates must attend an orientation session and sign a delegate agreement
- At the delegate orientation sessions, each budget delegate will join a committee to discuss and develop project proposals for a certain idea. Some examples are as follows:
  - Department of Transportation on street matters
  - Parks and Rec on park matters

### **City Departments, Staff, and Consultants**

Will provide information on the budget and past spending while also providing cost estimates for eligible project proposals. Additionally, they will offer feedback and technical

assistance on project proposals, presentations, and ballot text. Lastly, they will facilitate and oversee online participation and website for project idea collection and voting.

- **Project Eligibility**

- Must comply with City guidelines:
  - Capital project which usually involve infrastructure improvements (as opposed to operating projects, which usually fund salaries and services)
  - One-time expenditure
  - Must be within the District 5 boundaries
- Infrastructure is usually physical, but not always. Many IT-related projects are eligible such as developing an app or expanding free public Wi-Fi
- Are implemented by the City of San Jose on City property (streets, sidewalks, parks, libraries, community centers, municipal buildings, etc.)
- Benefit District 5 community
- Each project may not exceed the \$25,000 cap
- Must fit the District 5 Participatory Budgeting Goals and Principles

### **Voting Eligibility**

- Anyone 11 years and older;
- Lives, works, attends school, owns property/business, or practices his/her faith in District 5

### **Voting**

- Ballots are available in English, Spanish, and Vietnamese
- Ballots are available online and on paper
- Voters may select no more than 4 projects and rank them of level of preference, 1 to 4 (1 being their priority)
- Ballot must include:
  - Name
  - Home address
  - Affiliation with District 5: School, faith organization, business, other
- Ballot boxes with ballot are to be available in community centers, libraries, and churches

## **Timeline**

The PB process has 4 main stages over 8 months that feed into the city's annual budget cycle.

## **Outreach**

### **2 Phases:**

1. **Education:** What is PB, Idea submission, Budget Delegates (to begin January 4<sup>th</sup>)
2. **Voting:** How/Where/When to vote (to begin April 1)

### **Phase 1: Education**

- **Mayor/CM Carrasco:**

- Neighborhood Association meetings
- Office Hours/Community Coffees
- Newsletter and social media
- Flyers at community events
- Churches
  - Mayor/CM/Steering Committee to visit and hand out flyers
  - Include link on church website
  - Include in announcements
  - List of churches:
- Schools
  - Send flyer or letter from Mayor/CM to every student to take home for themselves and their families
  - Email parents with flyer
  - List of schools:
- Community Centers/Libraries
  - Ask centers to send a PB flyer with other regularly mailed information
  - Idea Submission box at each community center (to be ballot box in Phase 2)
  - List of community centers:
  - List of libraries:
- Community Organizations
  - Mayor/CM/Steering Committee make presentations
- Businesses
  - Flyers in businesses
  - Posters in the window
  - PB included in Alum Rock newsletter (started this month)
- Outreach Plan:
  - Community events: hand out flyers
  - Organizations/high schools (public, private and charter) canvass (PACT, Luna, D5 United, Somos Mayfair, Most Holy Trinity, Rocketship)
  - Outreach Day:
    - Gather with coffee and bagels and orange juice
    - Teams of 2 to canvass
    - Saturday from 10am-1pm
    - Canvass neighborhoods, prioritize hoods not close to community centers/libraries (community orgs, schools, steering committee)

## Appendix

San Jose [District 3](#)

Other Cities Referenced

- Vallejo [Rulebook](#) / [Ballot](#)
- New York City [Rulebook](#)

Organizations Referenced

- [Participatory Budgeting Project](#)