CITY OF VALLEJO
PARTICIPATORY BUDGETING STEERING COMMITTEE

WEDNESDAY, SEPTEMBER 5, 2012
6:00 – 9:00 p.m.

AGENDA

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JOSEPH ROOM
505 SANTA CLARA STREET
VALLEJO, CALIFORNIA

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Committee without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Those wishing to address the Committee on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the Committee may address the Committee during the "PUBLIC INPUT" portion of the AGENDA.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Committee will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Committee. Such documents may also be available on the City of Vallejo website at http://www.ci.vallejo.ca.us subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.

Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990) and the federal rules and regulations adopted in implementation thereof.
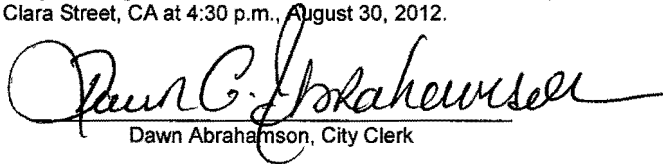
1.   **CALL TO ORDER**

2.   **ROLL CALL**

3.   **WELCOME AND INTRODUCTIONS**

4.   **PUBLIC INPUT**
      Any member of the public wishing to directly address the Committee on any item on this agenda has the opportunity to comment at this time.

5.   **SELECTION OF COMMITTEE CHAIR AND VICE CHAIR**

6.   **WRITING THE RULES SMALL GROUP DISCUSSIONS ROUND ONE**

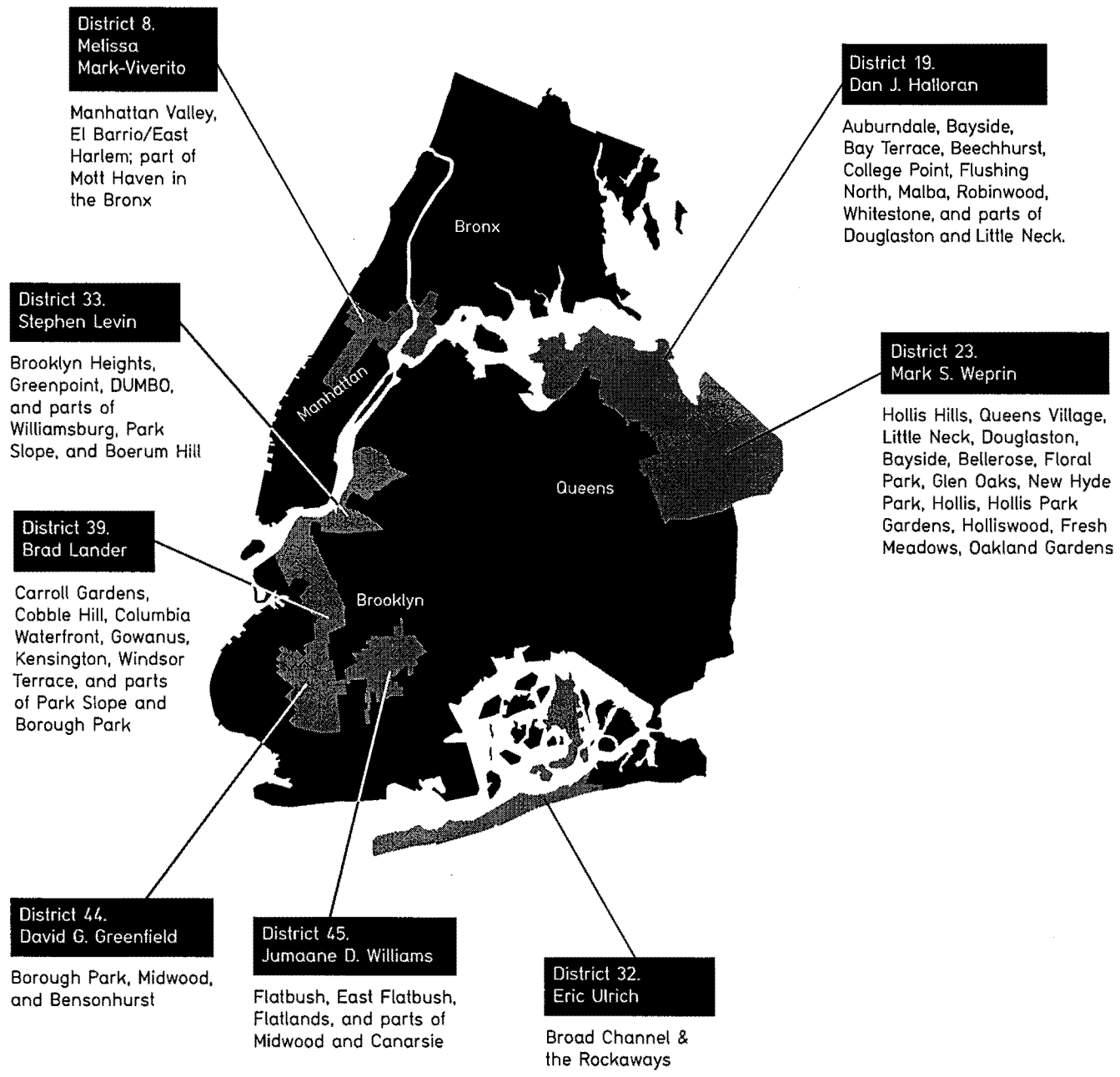7.   **REPORT BACK FROM ROUND ONE GROUP DISCUSSIONS**

8. **WRITING THE RULES SMALL GROUP DISCUSSIONS ROUND TWO**

9. **REPORT BACK FROM ROUND TWO GROUP DISCUSSIONS**

10. **NEXT STEPS**

11. **ADJOURNMENT**

CERTIFICATION:

I, Dawn Abrahamson, City Clerk, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Participatory Budgeting Steering Committee, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 4:30 p.m., August 30, 2012.

Dated: August 30, 2012

Dawn Abrahamson, City Clerk

Participatory Budgeting in New York City

2012–2013
Rulebook

District 8.
Melissa
Mark-Viverito

Manhattan Valley,
El Barrio/East
Harlem; part of
Mott Haven in
the Bronx

District 19.
Dan J. Halloran

Auburndale, Bayside,
Bay Terrace, Beechhurst,
College Point, Flushing
North, Malba, Robinwood,
Whitestone, and parts of
Douglaston and Little Neck.

Bronx

District 33.
Stephen Levin

Brooklyn Heights,
Greenpoint, DUMBO,
and parts of
Williamsburg, Park
Slope, and Boerum Hill

Manhattan

District 23.
Mark S. Weprin

Hollis Hills, Queens Village,
Little Neck, Douglaston,
Bayside, Bellerose, Floral
Park, Glen Oaks, New Hyde
Park, Hollis, Hollis Park
Gardens, Holliswood, Fresh
Meadows, Oakland Gardens

Queens

District 39.
Brad Lander

Carroll Gardens,
Cobble Hill, Columbia
Waterfront, Gowanus,
Kensington, Windsor
Terrace, and parts
of Park Slope and
Borough Park

Brooklyn

District 44.
David G. Greenfield

Borough Park, Midwood,
and Bensonhurst

District 45.
Jumaane D. Williams

Flatbush, East Flatbush,
Flatlands, and parts of
Midwood and Canarsie

District 32.
Eric Ulrich

Broad Channel &
the Rockaways

About this Rulebook

This booklet was developed by the
Steering Committee for Participatory
Budgeting in New York City
(PBNYC) in July 2011 and revised
in May and June 2012. While
participatory budgeting is inspired
by experiences elsewhere, we
want the New York City process to
reflect the special characteristics of
the local community. The Steering
Committee thus generated these
guidelines and rules based on our
understanding of community needs,
issues, and interests.

This rulebook is only a starting
point, and we intend for it to remain
a work in progress. We expect to
continue developing and improving
the process as it unfolds and in
future years, together with other
community members. Maybe you will
even help!

Introduction by the Council Members

As members of the New York City Council who represent diverse districts, we are pleased to embark on the second year of a new form of democracy: Participatory Budgeting in New York City. Through this exciting initiative, we will put budgeting decisions directly in the hands of people those decisions impact the most: the residents of our districts.

Year 1 of PBNYC proved that this program really is a grassroots democracy at its best. Across four districts, 6,000 people came out to vote on how more than $5 million in capital dollars should be used, resulting in the funding of 29 projects. When the Fiscal Year 2013 City budget passed on June 28th, it included funding for projects directly chosen by taxpayers, for the first time ever in NYC.

In Year 2 of PBNYC, four additional districts will join the process and it will all happen again; residents will come together, exchange and debate ideas, team up to turn ideas into proposals, and then decide at the ballot box which projects get funded. This process makes budgeting more transparent and accessible, and it opens up participation to people who have never been involved before. It will make budgeting more effective, because no one knows the needs of each community better than those who live in it. Participatory budgeting requires elected officials to collaborate with our constituents, and the Participatory Budgeting in New York City 2012-2013 Rulebook was developed through a similar democratic process. The work of a Steering Committee,

representing a wide spectrum of New Yorkers with different backgrounds and ideologies, this rulebook was put together through compromise and consensus. We want to thank everyone who participated, especially Community Voices Heard and The Participatory Budgeting Project, for their thoughtful work bringing us all together and structuring the decision-making process.

We are proud to present this rulebook to you and are excited to launch Year 2 of this new democratic practice for NYC.

Let the participating begin!

New York City Councilmembers:

David G. Greenfield, (District 44, Brooklyn)

Dan J. Halloran (District 19, Queens)

Brad Lander (District 39, Brooklyn)

Stephen Levin (District 33, Brooklyn)

Melissa Mark-Viverito (District 8, Manhattan/Bronx)

Eric Ulrich (District 32, Queens)

Mark S. Weprin (District 23, Queens)

Jumaane D. Williams (District 45, Brooklyn)

What is Participatory Budgeting?

Participatory Budgeting (PB) is a democratic process in which community members directly decide how to spend part of a public budget.

PB gives ordinary people real decision-making power over real money. The process was first developed in Brazil in 1989, and there are now over 1,000 participatory budgets around the world, most at the municipal level.

Participatory Budgeting in New York City

In 2011, four New York City Council Members—Brad Lander, Melissa Mark-Viverito, Eric Ulrich, and Jumaane D. Williams—launched a PB process to let residents allocate part of their capital discretionary funds. In 2012, Council Members David G. Greenfield, Dan J. Halloran, Stephen Levin, and Mark S. Weprin are joining PBNYC, giving the community real decision-making power over at least $10 million in taxpayer money.

Discretionary funds are resources that the Council Members can allocate as they desire. Capital funds can only be used for physical infrastructure projects that benefit the public, cost at least $35,000 and have a lifespan of at least 5 years. Through PB, residents in each participating district will decide how to spend at least $1 million capital dollars.

In PBNYC's pilot year more than 8,000 New York City residents proposed and voted on local infrastructure projects, such as improvements to schools, parks, libraries, and housing. The Council Members submitted the projects receiving the most votes—totaling more than $5 million citywide—to the City for implementation.

Goals: What is this for?

We hope to accomplish three main goals through PBNYC:

1. Inclusion

We aim to include everyone in the community — especially those who are often excluded from the political process, who face obstacles to participating, or who feel disillusioned with politics. By making every effort to actively engage these communities and reduce obstacles to participation, we hope to prevent the 'usual suspects' or groups with more resources from dominating, and to generate spending decisions that are fairer and better reflect the entire community's needs.

2. Equality

We aim for every person to have equal power over public spending—one person, one vote. Giving each community member the same power to propose and vote on spending ideas makes governance more democratic.

3. Empowerment

We aim to empower and strengthen our communities and the individuals within them through education and skill building, and by giving people real decision-making power. By building community power to make budget decisions and to shape the budget process, we hope to develop new leaders and inspire people to work together to improve the community.

We ask everyone involved to work with us to achieve these goals.

Timeline: What happens when?

The PB process involves a series of meetings that feed into the city's annual budget cycle. The 2012-2013 cycle has five main steps, starting in September 2012 and continuing into 2013.

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•••••••••••••••• Proposing projects ••••••••••••••••••••

September—October 2012

November—February 2013

Neighborhood Assemblies

At community meetings in each district, the Council Members present information on the budget funds, and residents brainstorm project ideas and select budget delegates.
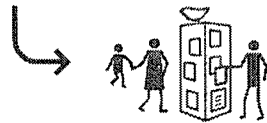
Residents also submit project ideas online.

Delegate Meetings

Delegates go through an orientation, then meet in committees to transform the community's initial project ideas into full proposals, with support from experts.

•••••••••••••••• Choosing projects ••••••••••••••••
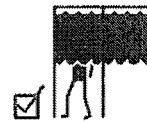
February—March 2013

March—April 2013

•••••• Implementing projects ••••••

Project Expos

Delegates return to the community in another round of meetings, to present draft project proposals and get feedback.

Voting

Delegates present the final project proposals and residents vote on which projects to fund.

April 2013 onward

Evaluation, Implementation & Monitoring

Delegates and other participants evaluate the process, then oversee the implementation of projects.

Rules: How does it work?

Neighborhood Assemblies

- Each district will have at least 5 assemblies, including any special assemblies for youth, seniors, and large non-English speaking communities in the district. Each district will also collect project ideas online, with assistance from the City-Wide Steering Committee.

- Anyone is welcome to attend the assemblies and propose project ideas.

- Participants can volunteer to serve as budget delegates if they:
  1. · live in the district,
     · work in the district,
     · own a business in the district,
     · attend school in the district **or** are parents of children who attend school in the district
     and
  2. · are at least 14 years old

Delegate Meetings

All delegates must attend a delegate orientation session in their district.

- At the delegate orientation sessions, each budget delegate will join a committee, to discuss and develop project proposals for a certain issue area or demographic group.

- Potential issue committees may include but are not limited to:

  1. Transportation
  2. Public Health
  3. Public Safety
  4. Education
  5. Parks, Recreation & Environment
  6. Art & Culture
  7. Housing

- If there are enough delegates who feel that they face major obstacles to participating fully in issue committees, they may form a demographic committee. Demographic committees are meant to ensure maximum participation from community members who might not otherwise participate, not to divide or separate sectors of the community. These committees will develop projects that specifically address the needs of their demographic group. Potential demographic committees may include but are not limited to:

  - · Youth
  - · Committees for non-English speaking communities in the district

- There must be a minimum of five people to form a delegate committee.

- Delegates may not form geographic committees (committees for only part of their district).

- Districts may establish a limit for how many project proposals each committee will submit for public vote.

- When prioritizing projects, delegates will consider feasibility, need, and equity.

- Each committee will send its project proposals to the district's Council Member at least three weeks before the public vote.

Project Expos

- At the Project Expos, budget delegates will present their project proposals to the community and get feedback through a science fair format.

- Each district will hold at least one Project Expo and post project proposals online.

Voting for Projects

- People can vote for projects if they live in the district and are at least 16 years old.

- At the time of voting, voters must present proof that they satisfy the eligibility requirements. Acceptable IDs are listed on the next page.
- Each voter may cast five votes, one vote per project.
- Voting opportunities will take place on multiple days and in multiple locations in each district, including at least four voting events, weekday voting in the Council Member office, and absentee ballots. Each voter can vote on one occasion.
- If there is a tie for the last bit of funding, the Council Member will decide how to resolve the tie. Options may include attempting to draw on additional funds to implement both proposals or funding the cheaper of the tied projects.
- If the last bit of available funds does not cover the cost of the next highest vote-getting project, Council Member staff will try to find additional funds to implement the project. If this is not possible, the funds will be allocated to the unfunded project with the next most votes.

Evaluation, Implementation & Monitoring

- After the vote, each district will hold at least one evaluation meeting.
- In each district, the District Committee or a monitoring committee, composed of budget delegates and District Committee members, will monitor the implementation of projects and address any problems that arise.
- If an approved project cannot be implemented for some reason, the funds allocated to it are awarded to the unfunded project with the next most votes. If the funds are not enough to cover this project, the Council Member will try to find additional funds to cover the remaining costs. If this project still cannot be funded, the money goes to the next highest vote getter that can be covered by the available funds.

Acceptable IDs for Voter Eligibility

Voters must prove that they live in the district and are 16 years or older. In order to facilitate broad participation, voters may present a wide array of proofs of ID, including but not limited to one or more of those below:

- A document with name and current address from a local, state, or US government agency such as a state driver's license or non-driver ID, consular ID, passport, EBT card, military ID card;
- Voter registration card;
- Utility, medical, credit card bill with name and current address;
- Current lease;
- Paycheck or paycheck stub from an employer or a W-2 statement;
- Bank statement or bank-issued credit card statement;
- Student ID;
- Employee ID;
- Permanent Resident Card (Green Card) or other Immigration Documentation;
- Residency Letter or Identification issued by a homeless shelter, halfway house, etc;
- Passport or other ID issued by a foreign government;
- Social Security Card or Social Security benefit statements or check;
- Employment Authorization Document;
- Medicare or other insurance document with address;
- Tax forms;
- School records (or naming the parents of children attending school and the parents' address);
- Title to any property (automobiles, house, etc.) with address;
- Birth or marriage certificate;
- Union Membership Card.

People who cannot present the above documents should contact the Council Member office to learn how they can participate.

Roles and Responsibilities: Who does what?

There is a role for everyone in the participatory budgeting process, but different people have different roles and responsibilities, based partly on their stake in the community and their time commitment to the process. We encourage every community stakeholder to both participate and encourage others in the community to participate.

Community Stakeholders

Anyone can participate in the process, even if they only come to one meeting or only vote.

- Identify local problems and needs
- Propose project ideas
- Provide input and feedback on project proposals
- Monitor and provide input on the implementation of projects
- Provide feedback for the PB evaluation
- Encourage people to participate!
- Volunteer to be budget delegates, if they are at least 14 years old and ive in the district, work in the district, own a business in the district, attend school in the district, or are parents of children who attend school in the district
- Vote on project proposals, if they are at least 16 years old and live in the district

Budget Delegates

Budget delegates do the extra work necessary to turn resident ideas into real projects.

- Research local problems, needs, and projects
- Learn about the budget funds and the budget process

- Discuss and prioritize initial project ideas
- Develop full project proposals, with technical assistance from experts
- Update residents on project proposals and solicit feedback
- Prepare project posters and presentations
- Serve as spokespeople for city-wide and local media, when called upon
- Encourage people to participate!
- Monitor and provide input on the implementation of projects
- Evaluate the PB process
- Communicate delegate concerns and ideas to the District Committee and City-Wide Steering Committee

Delegate Committee Facilitators

- Facilitate delegate meetings and ensure that all delegates are able to participate, serving as neutral force on the committee
- Serve as the main point of contact between Council Member staff and delegates, helping to coordinate communication and resolve conflicts
- Connect delegates with info and resources
- Ensure that notes are taken at meetings and distributed to the committee
- Support delegates in researching, assessing and developing proposals.

District Committees

In each participating Council district, a District Committee composed of local organizations, institutions, Community Boards, and community leaders manages the PB process locally.

Interested delegates and facilitators will also be able to join their District Committee after participating for a year.

- Determine the number of neighborhood assemblies, and help plan and carry out the assemblies
- Arrange food, childcare, and interpretation for assemblies and meetings
- Recruit volunteers for outreach, assemblies, and the vote
- Distribute educational and promotional materials about the PB process
- Develop and execute outreach plans to mobilize broad, inclusive, and proportional community participation
- Facilitate budget assemblies and meetings
- Provide guidance and background information to delegates
- Serve as spokespeople for city-wide and local media, when called upon
- With the Council Member staff, coordinate voting events
- Monitor project implementation
- Evaluate and revise the rules of the PB process
- Provide orientation to new District Committee members

Monitoring Committees

Some budget delegates and District Committee members participate in monitoring committees, to ensure that approved projects are implemented properly. These responsibilities may also be fulfilled by the District Committee.

- Monitor progress on approved projects
- Oversee any necessary changes to approved projects, with the Council Member offices

- Communicate with delegates and residents about progress on projects

City-Wide Steering Committee

A Steering Committee coordinates the PB process across the participating districts. The committee includes the participating Council Members, the project leads, approximately two community representatives from each participating Council district (that also serve on the District Committee), and city-wide organizations focused on good government, research, policy, organizing, and community education. A full list of Steering Committee members is included at the end of the rulebook.

- Design and guide PB process
- Attend PB events and meetings in participating districts during each stage of the PB process
- Provide specialized support for the PB process, including research, organizing, media, online engagement, social media, policy & budgeting, data visualization, and design
- Promote the PB process through the press, social media, and other networks, using protocol agreed-upon by the Steering Committee,
- Help raise support funding
- Create and distribute educational and promotional materials about the PB process
- Mobilize broad, inclusive, and proportional community participation
- Provide assistance at budget assemblies, delegate meetings, and/or budget delegate orientations
- Evaluate and revise the rules of the PB process
- Encourage PB for other districts and budgets

- Identify and recruit groups to support PB at the city and district level
- Ensure that the district-level PB process is inclusive and consistent with the core goals of PBNYC
- District Committee representatives on the City-Wide Steering Committee will also serve as liaisons between the two bodies, communicating decisions, ideas and perspectives

Council Member Offices

- Allow district residents to decide how to spend at least $1 million of FY2014 discretionary funds, and deliver final budget priorities to the City
- Designate a staff person to coordinate PB in the district, in collaboration with the District Committee
- Participate in the Steering Committee and the local District Committee, and assist with their responsibilities
- Work with the District Committee to coordinate and facilitate outreach to organizations, individuals, and special constituencies
- Provide information on the budget funds and past spending
- Secure spaces – in collaboration with the District Committee and Delegate Committee Facilitators - for assemblies, meetings and voting events, in accessible and ADA-compliant locations whenever possible
- Provide cost estimates for project proposals
- Offer feedback and technical assistance on project proposals
- Serve as a liaison between budget delegates and city agencies

- Determine eligibility of projects in collaboration with the city agencies
- Facilitate and oversee online participation by residents
- Coordinate outreach to city-wide and local media
- Serve as spokespeople for city-wide and local media
- Coordinate the public vote, in collaboration with the District Committee
- Oversee any necessary changes to approved projects, with the Monitoring Committees
- Deliver regular updates to budget delegates and the public during all stages of the PB process

Project Leads (Community Voices Heard & The Participatory Budgeting Project)

- Participate in the Steering Committee and assist with their responsibilities
- Support the District Committees in the implementation of the PB process locally
- Offer technical assistance on the PB process
- Coordinate evaluation of the PB process
- Help develop and support outreach plans for each district.
- Help with press outreach
- Facilitate communication and information exchange between the groups involved in the PB process
- Develop proposals and recommendations for scaling up PB in NYC
- Lead expansion advocacy efforts
- Provide orientation to new Steering Committee members

- The Community Engagement lead will serve as co-chair of the City-Wide Steering Committee

Research & Evaluation Team

External researchers and Steering Committee members are collaborating to study, document, and evaluate the PB process.

- Coordinate and monitor research and evaluation of the PB process
- Observe Assemblies, Expos, Voting Sites, and other meetings to collect data and conduct interviews
- Compile reports and background information on each district, including secondary data on civic engagement and neighborhood demographics
- Develop reports and materials to summarize the evaluation of PB

Community Boards

Community Boards that overlap with the participating Council districts are encouraged to provide support and connect PB with the Community Board planning and prioritizing processes.

- Participate in the Steering Committee and the local District Committee, and assist with their responsibilities
- Provide background information on neighborhood needs & project ideas
- Offer feedback and technical assistance on project proposals
- Identify community needs and potential projects to be prioritized

City Agencies

The Steering Committee does not have the power to assign responsibilities to City agencies or staff, but we hope agencies will play the following roles:

- Meet with budget delegates to discuss eligibility rules for capital discretionary projects and clarify what projects are already in the pipeline
- Vet project ideas and provide cost estimates for projects for the ballot
- Implement projects that receive the winning votes in the district

About the City-Wide Steering Committee

At the start of this initiative, the participating Council Members asked The Participatory Budgeting Project and Community Voices Heard to help facilitate the process — PBP as the technical assistance lead and CVH as the community engagement lead. Together with the project leads, they formed a Steering Committee to guide PBNYC. The Steering Committee includes the Council Members, organizations and professors committed to improving city spaces and governance, and district representatives that ground the process in the participating communities. The following organizations and individuals serve on the Steering Committee for 2012-2013:

City Council Members

Council Member David G. Greenfield, District 44
Council Member Dan J. Halloran, District 19
Council Member Brad Lander, District 39
Council Member Stephen Levin, District 33
Council Member Melissa Mark-Viverito, District 8
Council Member Eric Ulrich, District 32
Council Member Mark S. Weprin, District 23
Council Member Jumaane D. Williams, District 45

Resources Organizations and Professors

Community Voices Heard
The Participatory Budgeting Project
Arts & Democracy Project
Center for Urban Pedagogy
Community Development Project of the Urban Justice Center
Dēmos
Fifth Avenue Committee
Flatbush Development Corporation
Getting Out & Staying Out
New York Civic
New York Immigration Coalition
New Yorkers for Parks
Organizing Brooklyn Communities
People's Production House
Pratt Center for Community Development
Pratt Institute Programs for Sustainable Planning
    & Development
Project for Public Spaces
Right to the City Alliance
Mimi Abramovitz, CUNY, Hunter College
Andreas Hernandez, Marymount Manhattan College
Celina Su, CUNY, Brooklyn College

District Representatives

Mel Wymore, District 8
David L Giordano, Children's Aid Society, District 8
Henry Euler, District 19
Rhea O'Gorman, District 19
Mary Boyd-Foy, District 23
Eric Contreras, District 23
John Cori, District 32
Beverly Corbin, Families United for Racial and
    Economic Equality (FUREE), District 33
Berit Hoff, District 33
Mamnun Haq, District 39
Joni Kletter, District 39
Joan Bakiriddin, District 45
Hazel Martinez, District 45
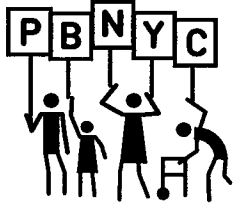
To find out more:

Participatory Budgeting in New York City
pbnewyorkcity@gmail.com
(347) 881-3699

http://pbnyc.org

Participatory Budgeting in Vallejo	Writing the Rules Workshop #1 **Worksheets**

Contents

Instructions

- You will divide into small groups, and each group will review and discuss one worksheet.
- Answer the worksheet questions as a group - try to reach agreement.
- Circle or write in your group's answers to the questions. Your facilitator will write the answers on flipchart paper.
- For many questions, you may select multiple answers.
- You can propose new answers that are not listed, and new questions.

Worksheet #1: Goals

1. What are the main goals of PB Vallejo? What do we want to achieve?

a. Inclusion
b. Equality
c. Empowerment
d. Transparency
e. Democracy
f. Education
g. Equity
h. Social Justice
i. Community building
j. _____

Worksheet #2: Project Eligibility

Vallejo City Council Resolution No. 12-064 N.C., which authorized PB, states that eligible projects are: "those that satisfy the criteria of a one- time expenditure to complete the project; or a program or service proposal that off-sets other expenditures in the City's budget so that the cost is $0, pays for itself or increases the City's revenues. Projects or expenditures that are traditionally funded by the Vallejo City Unified School District, Greater Vallejo Recreation District and/or any other public agencies or entities would not qualify as a project for the purposes of the City's PB process."

1. Should the Steering Committee ask City Council to expand eligibility to include projects traditionally funded by other public agencies or entities?

In Chicago and New York, some projects that are traditionally funded through separate agency budgets were allowed on the ballot. The rationale: If the project would not be completed otherwise, the public should be able to allocate PB funds to it.

a. Allow projects traditionally funded by the Vallejo City Unified School District
b. Allow projects traditionally funded by the Greater Vallejo Recreation District
c. Allow projects traditionally funded by other public agencies, such as the Vallejo Sanitation and Flood Control District
d. Allow projects traditionally funded by religious institutions
e. Allow projects traditionally funded by non-profit organizations
f. Require that for any projects traditionally funded by another entity, that entity must commit matching funds
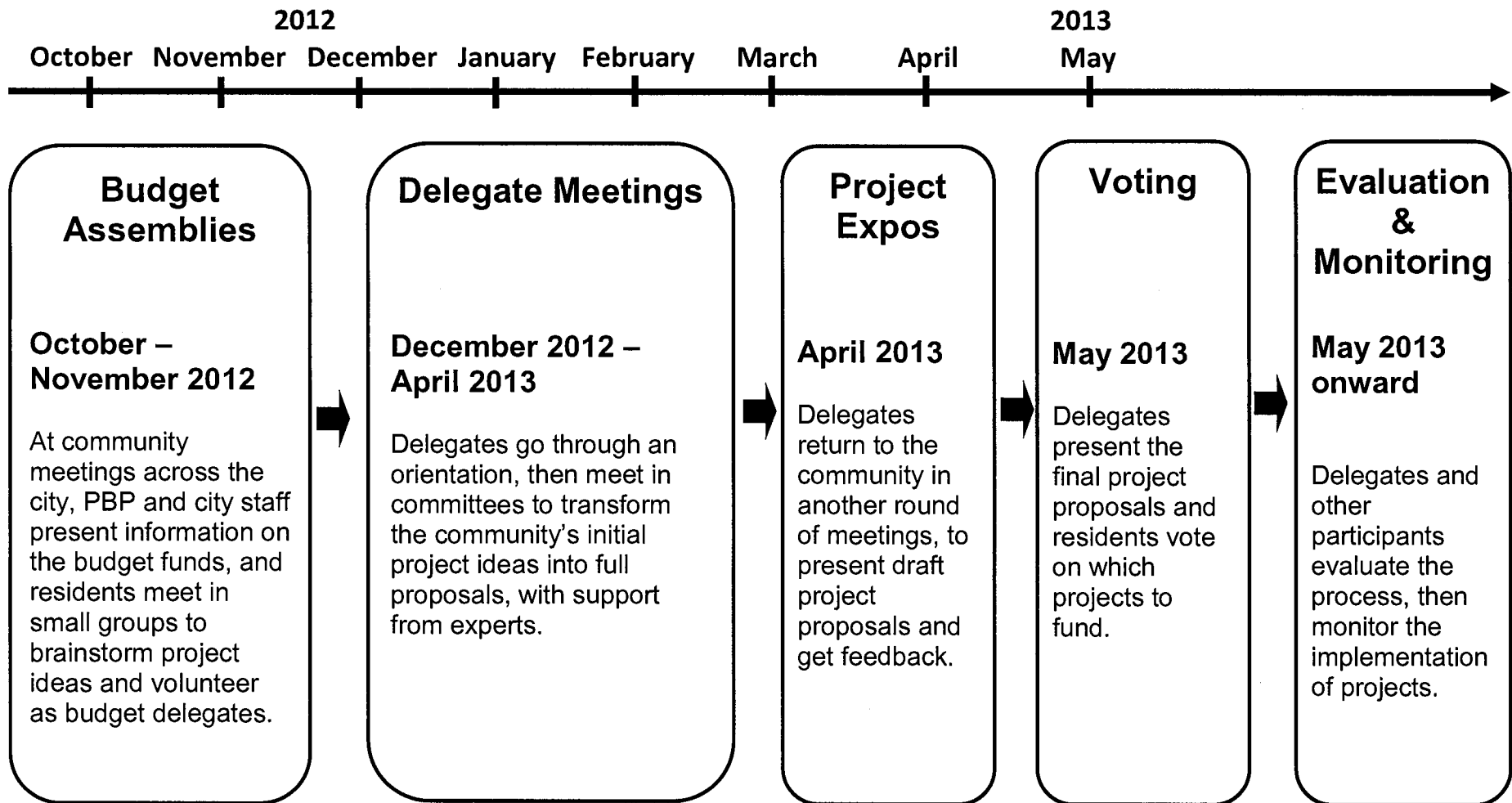g. _____

2. Should there be any other changes to the criteria for project eligibility?

In New York, projects must cost at least $35,000. In Chicago there is no minimum.

a. Projects must cost at least $___
b. Projects may not cost more than $___
c. Clarify that 1-year capital and program expenditures are both eligible
d. _____

Worksheet #3: Timeline

1. What changes, if any, should be made to the draft timeline below?

2012							2013
October	November	December	January	February	March	April	May

Budget Assemblies

October – November 2012

At community meetings across the city, PBP and city staff present information on the budget funds, and residents meet in small groups to brainstorm project ideas and volunteer as budget delegates.

Delegate Meetings

December 2012 – April 2013

Delegates go through an orientation, then meet in committees to transform the community's initial project ideas into full proposals, with support from experts.

Project Expos

April 2013

Delegates return to the community in another round of meetings, to present draft project proposals and get feedback.

Voting

May 2013

Delegates present the final project proposals and residents vote on which projects to fund.

Evaluation & Monitoring

May 2013 onward

Delegates and other participants evaluate the process, then monitor the implementation of projects.

Worksheet #4: Assemblies & Collecting Ideas

1. Who is eligible to volunteer as a delegate?

In New York, anyone who lives in the district, works in the district, has a business in the district, is a student or has children who are students in the district is welcome to serve as a delegate, if they are at least 14 years old. In Chicago, delegates must fill the same criteria except that there is no age restriction - the Steering Committee decided that if anyone was committed enough to serve as a delegate, they should not be excluded based on age.

Relationship to Vallejo:	a. Anyone b. Residents of Vallejo c. People who work in Vallejo d. People who own a business in Vallejo e. People who attend school or have children who attend school in Vallejo f. _____
Minimum Age:	a. None b. 10 c. 14 d. 16 e. 18 f. _____

2. Should there be special assemblies for youth and/or seniors, who tend not to participate in standard evening meetings?

Youth and senior participation has been much higher where special assemblies are held for them during the daytime.

a. One afternoon youth assembly
b. One morning or afternoon senior assembly
c. _____

3. Should there be special assemblies for large non-English speaking populations?

22% of Vallejo residents are Latino and 25% are Filipino. Residents who are not comfortable speaking English tend to participate less, unless there are meetings in their language or with interpretation and translation.

a. One Spanish-language assembly
b. One Tagalog-language assembly
c. No assemblies primarily in Spanish or Tagalog, but _ assemblies with Spanish interpretation and _ assemblies with Tagalog interpretation
d. _____

4. How many general assemblies should there be, besides the special assemblies above?

Chicago Wards (~60,000 population) and New York City Districts (~160,000 population) both hold 5-8 general assemblies. Organizers have tried to hold enough assemblies in different neighborhoods so that anyone can easily get to an assembly.

a. 4 assemblies
b. 5 assemblies
c. 6 assemblies
d. _____

5. How should residents be able to submit ideas outside of assemblies?

a. Online submission of ideas through PB Vallejo website
b. Distribute mail-in forms as part of publicity materials
c. Invite residents to submit ideas via email
d. Informal meetings to present PB and collect ideas at places like senior centers, schools, or clubs
e. _____

Worksheet #5: Delegate Meetings & Project Expos

Delegates generally meet in issue committees to develop proposals for certain types of projects (Transportation, Public Safety, Education...). This lets each committee meet with key experts and concentrate its research, to become more knowledgeable about its topic. Dividing into committees also creates distinct work for the dozens of delegates and more opportunities for leadership development. Many cities also have demographic committees, in which delegates develop proposals that meet the needs of particular types of residents. These committees are meant to ensure maximum participation from people who might not otherwise participate.

a. None
b. Youth Committee
c. Seniors Committee
d. Spanish-Language Committee
e. Tagalog-Language Committee
f. _____

2. Can residents sign up to be delegates after the assemblies?

In Chicago and New York, most delegates sign up at assemblies, but people who did not sign up at an assembly can also serve as a delegate if they attend a Delegate Orientation session.

a. Yes, any resident can become a delegate, if they attend a Delegate Orientation
b. No, you have to attend an assembly to be a delegate
c. Yes, any resident can become a delegate at any time
d. _____

3. Should we continue using the term "delegates", or switch to another name?

Most cities use the term "delegates" (because the community *delegates* to them the task of proposal development), but Chicago chose to use the term "community representatives".

a. delegates   b. community representatives   c. _____

4. How many Project Expos should there be?

Chicago's 49th Ward holds 3 each year, 1 in Spanish. New York districts hold 1-4.

a. 1   b. 2   c. _____

Worksheet #6: Voting

1. Who is eligible to vote for projects?

In Chicago and New York, any residents of participating wards/districts who are least 16 years old are eligible to vote, regardless of legal status.

Relationship to Vallejo:	a. Anyone b. Residents of Vallejo c. People who work in Vallejo d. People who own a business in the ward e. People who go to school or have children who go to school in Vallejo f. _____
Legal Status:	a. Anyone b. Registered voters c. Citizens d. Legal residents e. _____
Minimum Age:	a. None b. 10 c. 14 d. 16 e. 18 f. _____

2. How many votes can each person cast on the ballot?

In New York, each person can cast 5 votes. In Chicago's 49th Ward, each person can cast 6 votes. Staff and participants have generally agreed that people should be able to cast votes for around one third of the total number of projects on the ballot. The number of projects on the ballot per ward/district in Chicago and New York has ranged from 12 to 30.

a. 5   b. 6   b. 10   c. will decide when the number of projects is known

d. _____

3. How can voters distribute their votes?

In Chicago and New York, voters can only cast 1 vote per project.

a. 1 vote per project
b. voters can cast multiple votes for any individual project (cumulative voting)
c. voters can cast up to 3 votes for any individual project (cumulative voting)
d. _____

4. Where will people be able to vote?

Chicago's 49th Ward (PB49) has held a large voting assembly each year, using a science fair format with project posters and community reps on hand to answer questions. This brought the community together to learn about and discuss projects, and created a higher-profile event for the media. In New York (PBNYC) City Council districts held multiple smaller voting assemblies, since the districts are larger.

PB49 and PBNYC districts all held voting in the Aldermanic and Council Member offices for a week. They also organized mobile voting stands or tables, outside train stations and in locations with higher concentrations of low-income people, which attracted more low-income voters.

a. 1 central voting assembly
b. multiple voting assemblies
c. voting stands or tables in public places
d. by mail (pending funding and logistics)
e. at City Hall
f. _____