

5. **ACTION CALENDAR**

A. **Fiscal Year 2012-2013 Budget Calendar and Process and Engagement of the Public in the Process**

A.1 Councilmember Brown Recommendation: Adopt a Resolution to establish a Participatory Budgeting process with the goal of allocating a minimum of 50% of the Measure B funds generated from April 1, 2012 through June 30, 2013 as determined by the citizens of Vallejo and direct the City Manager to bring back a Resolution of Intention to amend the Fiscal Year 2011-2012 Budget to provide funding in the amount of \$200,000 for establishment of a Participatory Budget process

Contact: Councilmember Brown, 648-4576

A.2 City Manager Recommendation: By motion, approve the budget calendar and process for considering the FY 2012-2013 City of Vallejo Budget and the allocation of Measure B Funds and authorizing the use of an online public engagement tool to enhance public input regarding the allocation of Measure B funds

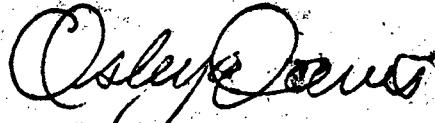
Contact: Daniel E. Keen, City Manager, 648-4576

Craig Whittom, Assistant City Manager, 648-4579

Deborah Lauchner, Finance Director, 648-4486

6. **ADJOURNMENT**

Dated: April 12, 2012



Osby Davis, Mayor

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 City Council, 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 2:00 pm., Thursday, April 12, 2012.

Dated: April 12, 2012



Dawn Abrahamson, City Clerk

Date: April 5, 2012

To: Mayor Davis and Councilmembers Gomes, Hannigan, McConnell, Sampayan and Sunga

From: Councilmember Brown

Subject: Establishing a Participatory Budgeting Process

ACTION A.1

RECOMMENDATION

Adopt a resolution to establish a participatory Budgeting process with the goal of allocating a minimum of 50% of Measure B funds and further directing the City Manager to return to the Council with a resolution of intention to amend the Fiscal Year 2011/2012 budget to provide funding for the creation of the PB process.

FISCAL IMPACT

Based on projected estimates of revenue generated from Measure B funds, the city's recently voter approved 1% sales tax; approximately \$6,125,000 of sales tax revenue would be allocated to the Participatory Budgeting process over the time frame of April 1, 2012 to June 30, 2013.

If approved, the City Manager would return to the City Council with a resolution to amend the Fiscal Year 2011/2012 budget to provide funding for the creation of the PB process in the amount of approximately \$200,000.

RATIONALE FOR RECOMMENDATION

Since exiting bankruptcy in 2011, the Vallejo voters recently approved a 1% sales tax by a narrow 51.9% margin. For the first time in many years, the city will have discretionary funds to allocate toward meaningful projects that improve the quality of life of Vallejo citizens. PB allows for the rare opportunity to directly empower and engage Vallejo citizens in deliberative Democracy to decide and vote on the projects that they want in their community, as well as engage the 48.1% of voters who did not vote for Measure B in November 2011 thereby helping to rebuild civic trust and a sense of community throughout the city. In addition, a PB process has the added benefits of:

- Giving residents real power to make real decisions over the use of their taxes.
- Engaging many more people in the decision-making process, in deeper and more meaningful ways.

- Engaging people who better reflect the community's demographics. For example, online participation (e.g., surveys, polls) tends to engage younger people with higher incomes and higher education, as well as those who's first language is English.
- Bringing together individuals and organizations to build stronger communities.
- Delivering a public stamp of legitimacy to budget decisions via a public vote.
- Strengthening relationships between elected officials, staff and community members.
- Attracting positive media coverage because it is a pure and truly Democratic process that is unlike most other political processes in the United States. In particular, when it comes to spending public funds.
- Improving citizen morale and public confidence and trust in city government.
- Improving the city's image.
- Getting people excited about their city!

ATTACHMENTS

Attachment A: Resolution

Attachment B: Proposed Budget

Attachment C: Sample Scope of Work for the expert in the PB process

Attachment D: Sample Job Description for PB Coordinator/Assistant

Attachment E: Example of New York City's Participatory Budgeting Guide and Process

RESOLUTION NO _____ N.C.

RESOLUTION TO ESTABLISH A PARTICIPATORY BUDGETING PROCESS WITH THE GOAL OF ALLOCATING A MINIMUM OF 50% OF MEASURE B FUNDS AND FURTHER DIRECTING THE CITY MANAGER TO RETURN TO THE COUNCIL WITH A RESOLUTION OF INTENTION TO AMEND THE FISCAL YEAR 2011/2012 BUDGET TO PROVIDE FUNDING FOR THE CREATION OF THE PB PROCESS

WHEREAS, after more than four years of severe cuts to city services and programs while in bankruptcy, there is evidence that Vallejo citizens feel disenfranchised from the political process and are disillusioned by its lack of performance and inability to improve their quality of life; and

WHEREAS, by re-engaging citizens in the democratic process and giving them real power to make decisions about how to spend their tax payer dollars, Participatory Budgeting (PB) is one anecdote to the public's lack of trust in government and feelings that their opinions and concerns about the operations and administration of their City go unheard and do not matter; and

WHEREAS, PB is a democratic process in which members of the public directly decide how to spend part of a public budget through an annual series of local assemblies, meetings, and project proposals and research that result in a final vote by the public to allocate discretionary funds to specific projects; and

WHEREAS, PB would directly empower and engage Vallejo citizens in deliberative democracy to propose, research, analyze, decide and vote on projects that they want in their community, thereby helping to rebuild civic trust and a sense of community in the City of Vallejo.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Vallejo hereby declares its intent to establish a PB process as set forth in this Resolution with the goal of allocating a minimum of 50% of the 1% sales tax monies, Measure B funds, collected over a 15 month period from April 1, 2012 through June 30, 2013. The exact amount will be determined after City Council study sessions and consideration of the Fiscal Year 2012/2013 budget submitted by the City Manager, and as part of the City Council's approval of the Fiscal Year 2012/2013 budget.

BE IT FURTHER RESOLVED that the City Council of the City of Vallejo hereby directs the City Manager to return to the City Council with a Resolution of Intention to amend

the Fiscal Year 2011/2012 budget in the amount of \$200,000 to provide funding for the creation of the PB process including contracting with a recognized expert in the field of PB and a consultant to assist with the coordination of the PB process, as well as the cost of materials to facilitate and coordinate the PB process.

BE IT FURTHER RESOLVED that the City Council will:

- Upon approval of the Fiscal Year 2012/2013 budget and as the 1% sales tax monies are received, deposit a percentage of those revenues as set by the City Council as part of the approved budget in a reserve account until the PB process is complete in spring 2013 and the City Council is able to consider the approval of the public's voter approved projects.
- Consider qualified and proposed PB projects to be 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.
- Contract with a recognized expert in the field of PB to consult on the design of the PB process and its facilitation.
- Contract with one full-time and one part-time consultant to assist in the coordination and day-to-day logistics and operations of the PB process.
- Work with the recognized expert in the field of PB to identify and appoint a Community Steering Committee to establish the PB structure and process.
- Establish a Community Steering Committee to assist in the design of the PB process with the following parameters:
 - Each Councilmember nominate three civic organizations that will then recommend individuals to the City Council from those organizations to serve on the Committee. The Mayor shall make appointments to Committee with the consent of the City Council pursuant to Vallejo Municipal Code section 2.02.350 E.
 - The recognized expert in the field of PB will work with the Community Steering Committee and lead PB design process and development of the PB structure.

- The Community Steering Committee's proposed PB process and structure will return to City Council for consideration and approval before implementation of the process, including rolling out general assemblies, neighborhood meetings and project proposals.
- Appoint two Councilmembers to act in a liaison capacity to the Community Steering Committee.

BE IT FURTHER RESOLVED that after Vallejo citizens vote for PB projects, the City Council will consider approval of the expenditure of Measure B funds on the public's approved and voted on projects.

ATTACHMENT B: PROPOSED BUDGET

	Total PB Budget	City of Vallejo Budget	Foundations/ In Kind Donations*
<u>Personnel Costs</u>			
Staff/PB Coordinator	50,000	50,000	
Staff Assistant, part time	20,000	20,000	
Technical Support Staff (optional)	20,000	20,000	
Total Staff Costs	90,000	90,000	
<u>Operating Costs</u>			
Consultant Services - PB Project Staff and per diem	60,000	50,000	10,000
Design of Info Materials, Publicity Materials, and Ballots	10,000	5,000	5,000
Translation of Materials	5,000	1,000	4,000
Printing	10,000	7,500	2,500
Mailing, bill inserts, leader letters	25,000	20,000	5,000
Interpretation (30 meetings and assemblies at \$60/ meeting)	1,800	600	1,200
Childcare (30 meetings and assemblies at \$60/ meeting)	1,800	600	1,200
Refreshments (30 meetings and assemblies at \$60/meeting)	1,800	600	1,200
Website and Online Participation Platform	20,000	5,000	15,000
Evaluation of Process	20,000		20,000
Office Supplies	6,000	4,000	2,000
Total Operating Costs	161,400	94,300	67,100
Total PB Estimated Budget	251,400	184,300	67,100

* Participatory Budgeting Project would apply for grants and work with PB Coordinator to secure any in-kind donations (e.g., volunteers).

**ATTACHMENT C:
SAMPLE SCOPE OF WORK – RECOGNIZED EXPERT IN THE FIELD OF PB**

1) Participatory Design of PB Process

- Deliver PB Info Sessions for government and community stakeholders
- Assist with forming and managing a Steering Committee
- Facilitate participatory workshops to design process with Steering Committee
- Develop PB rulebook based on discussions with Steering Committee, to define how the process will work

Key Deliverable:

- **Community-Based Rulebook for PB in Vallejo** (see Attachment D For Example)
(outlining goals, timeline, roles and responsibilities, and rules)

2) Technical Support and Guidance during PB Process

Provide technical assistance for all stages of the process, including:

- Assist with developing scope of work/job description for PB Coordinator and Coordinator's Assistant
- Staff and facilitator training
- Planning and facilitation of community assemblies and meetings
- Development of educational and promotional materials
- Development of voting systems
- Community outreach strategies
- Development of foundation grant application and assist with generation of in kind donations
- Online engagement
- Troubleshooting

Key Deliverables:

- **Facilitator Guides and Presentation Materials for Public Assemblies and Meetings**
- **Participant Guides and Handouts**
- **Outreach and online engagement frameworks**
- **Grant awards and donations**

3) Evaluation

- Assemble local research and evaluation team
- Work with local researchers to develop evaluation framework and tools, including evaluation criteria and indicators, data collection plan, and survey, interview, and observation instruments
- Facilitate evaluation workshops with key stakeholders
- Prepare and disseminate evaluation report, based on research findings and input from evaluation workshops

Key Deliverables:

- **Evaluation Report on First Year of PB**
(including recommended changes for next year, as agreed to by stakeholders)
- **Powerpoint presentation and info sheets summarizing main evaluation findings.**

**ATTACHMENT D:
SAMPLE SCOPE OF WORK - PB COORDINATOR AND ASSISTANT**

General Coordination and Outreach

- Coordinate communication between participants and city staff
- Coordinate media and press relations
- Coordinate Steering Committee
- Plan and coordinate public events and meetings
- Coordinate volunteers
- Coordination of local outreach efforts
- Targeted outreach and engagement of marginalized constituencies

General Administration, PB Data Analysis and Evaluation

- Development and coordination of evaluation plan
- Development of surveys, interview questionnaires, and other research instruments
- Coordination of student researchers and academic advisory board
- Coordination of data collection and analysis
- Preparation of final and interim evaluation reports
- Assist PBP with any donations and grant applications to foundations



Participatory Budgeting in New York City

To find out more about participatory budgeting, contact:

Brad Lander's Office:
lander@council.nyc.gov
(718) 499 -1090

Melissa Mark-Viverito's Office:
mmvbudget@gmail.com
(212) 788-6960

Jumaane Williams's Office:
PBDistrict45@gmail.com
(718) 629-2900

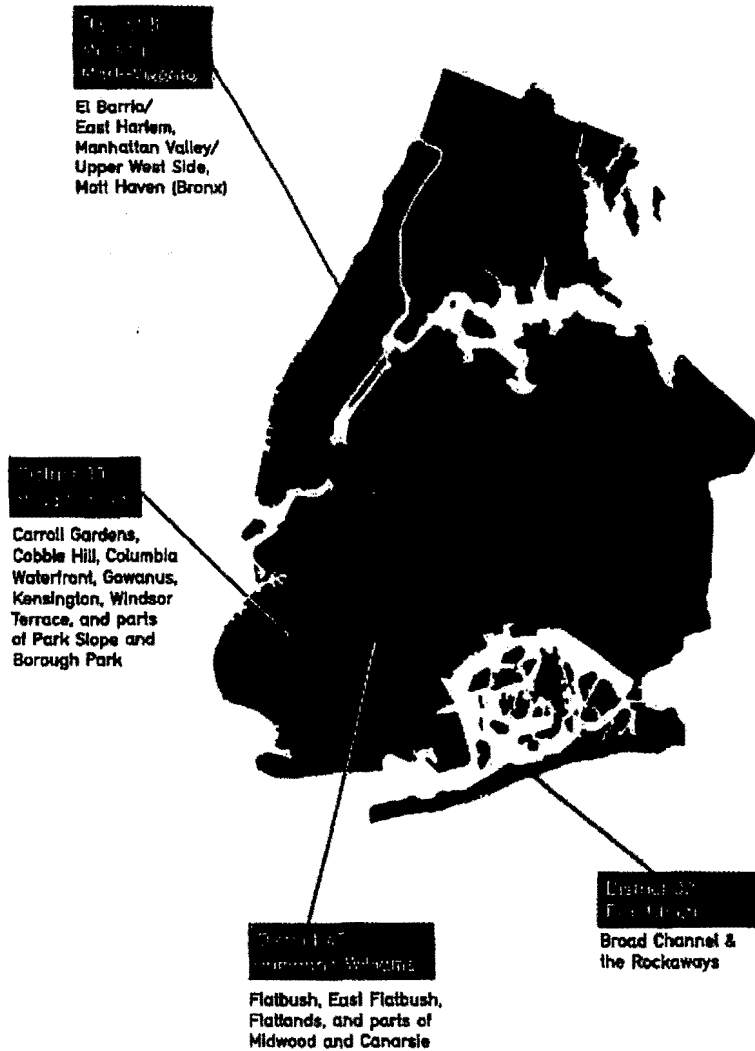
Eric Ulrich's Office:
bhaggerty@council.nyc.gov
(718) 738 1083

or visit:
Citywide Participatory Budgeting
pbnewyorkcity@gmail.com
(347) 881-3699

<http://pbny.org>



2011-2012 Handbook



About this Handbook

This booklet was developed by the New York City Participatory Budgeting Steering Committee, based on workshops and discussions with community members in July 2011. While participatory budgeting is inspired by experiences elsewhere, we want the New York City process to reflect the special characteristics of the local community. We thus generated these initial guidelines and rules based on our understanding of community needs, issues, and interests. This handbook 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!

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

Starting in 2011, New York City Council Members Brad Lander, Melissa Mark-Viverita, Eric Ulrich, and Jumaane Williams are using participatory budgeting to allocate part of their capital discretionary funds. Discretionary funds are resources that the Council Members can allocate at their discretion, as they desire. Capital funds can only be used for physical infrastructure projects on city-owned or non-city-owned land.

Between October 2011 and April 2012, the four Council Members will invite residents to directly decide how to spend at least \$1 million of their discretionary capital funds in each of the four districts – a total of around \$6 million. Residents of each district will propose and vote on local infrastructure projects, such as improvements to schools, parks, libraries, and housing. The Council Members will then submit the projects with the most votes to Council.

Council Member Offices

- Participate in the Steering Committee and the local District Committee, and assist with their responsibilities
- Provide information on the budget funds and past spending
- Secure spaces for assemblies and meetings, 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
- 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
- Deliver final budget priorities to the City
- 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

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
- Compile reports and background information on each district
- Develop reports and materials to summarize the evaluation of PB
- Develop proposals and recommendations for scaling up PB in NYC

Project Leads

(Community Voices Heard & The Participatory Budgeting Project)

- Participate in the Steering Committee and the District Committees, and assist with their responsibilities
- Offer technical assistance on the PB process
- Coordinate evaluation of the PB process
- Help develop and implement outreach plans for each district
- Help with press outreach
- Facilitate communication and information exchange between the groups involved in the PB process

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 the first year of PB. The four Council Members agreed on an initial invite list of city-wide partners - organizations that were committed to improving city spaces and governance, or that could contribute research, policy, or organizing expertise. Each Council Member also invited a few local groups and community boards, to ensure that district perspectives were represented. The following organizations agreed to join the initial Steering Committee:

Council Member Brad Lander
Council Member Mark-Viverito
Council Member Eric Ulrich
Council Member Jumaane Williams
Community Voices Heard
The Participatory Budgeting Project
Building Movement Project
Center for the Study of Brooklyn
Center for Urban Pedagogy
Common Cause NY
Community Development Project of the Urban Justice Center
Demos
East Flatbush Village, Inc.
Fiscal Policy Institute
Hester Street Collaborative
Manhattan Institute
New York Civic
New York Civic Participation Project
New York Immigration Coalition
New Yorkers for Parks
NYC Independent Budget Office

Pratt Center for Community Development
Project for Public Spaces
Right to the City Alliance
VOCAL-NY
Celina Su, Brooklyn College, CUNY
Jessica Gordon Nembhard, John Jay College, CUNY
Mimi Abramovitz, Silberman School of Social Work at Hunter College, CUNY
Andreas Hernandez, Marymount Manhattan College
Ayse Yonder, Pratt Institute
The Children's Aid Society (8th District)
Little Sisters of the Assumption (8th District)
Union Settlement (8th District)
Flatbush Development Corporation (45th District)
Rockaway Task Force (32nd District)
Fifth Avenue Committee (39th District)
Manhattan Community Board 11 (8th District)
Manhattan Community Board 7 (8th District)
Queens Community Board 14 (32nd District)
Brooklyn Community Board 7 (39th District)
Brooklyn Community Board 12 (39th District)

Introduction by the Council Members

New York City is about to experience a new kind of democracy. Over the next several months, we will undertake an exciting initiative to put budgeting decisions directly in the hands of the people those decisions will impact most - the residents of our districts.

Participatory budgeting is grassroots democracy at its best. Residents of our diverse districts will come together, exchange and debate ideas, work together to turn ideas into project proposals, and then decide what ideas get funded at the ballot box. The process will make budgeting more transparent and accessible. It will open up participation to people who have never been involved before. And it will make budgeting more effective, because who knows better what is needed in our communities than the people who live there.

Just as participatory budgeting requires elected officials to collaborate with our constituents - and give up some power to them (something we are not usually too good at doing) - this NYC Participatory Budgeting Handbook was developed through a similarly democratic process. Working with a Steering Committee representing a wide spectrum of New Yorkers, in background, geography, and ideology, this handbook was put together through compromise and consensus. It represents a lot of work and earned respect by some of our city's elected and grassroots leaders. We want to thank everyone who participated, and 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 handbook to you and are excited to dive into this new democratic practice for New York City.

Let the participating begin!

New York City Councilmembers:

Brad Lander
District 39, Brooklyn
Melissa Mark-Viverito
District 8, Manhattan/Bronx

Eric Ulrich
District 32, Queens
Jumaane Williams
District 45, Brooklyn

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, community boards and community-based organizations from the participating Council districts, and city-wide organizations focused on good government, research, policy, organizing, and community education. Interested delegates will also be able to join the Steering Committee after the final vote. A full list of Steering Committee members is included at the end of the handbook.

- Design and oversee PB process
- Help raise support funding
- Help create online participation tools
- Create and distribute educational and promotional materials about the PB process
- Serve as spokespeople for city-wide and local media as called upon regarding the Citywide Steering Committee role
- Mobilize broad, inclusive, and proportional community participation
- Facilitate budget assemblies and delegate meetings
- Facilitate budget delegate orientations
- Evaluate the PB process
- Revise rules to the PB process
- Encourage PB for other districts and budgets
- Monitor project implementation
- Identify and recruit groups to support the PB process at the city & district level
- Ensure that the district-level PB process is inclusive and consistent with the core principles
- Provide orientation to new Steering Committee members

Community Boards

Community Boards that overlap with the participating Council districts provide support and connect PB with the planning process.

- 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

Principles: What is this for?

Participatory budgeting has many goals, but for the New York City pilot process we especially intend to uphold three core principles:

1. Transparency

Budget decisions and decision-making should be open and accessible to the public. Shining a light on the entire budget process helps taxpayers scrutinize spending and contribute more productively to budget discussions.

2. Equality

Every person should have the same power - one person, one vote. Giving each community member the same power to propose and vote on spending ideas makes governance more democratic.

3. Inclusion

All voices in the community should be included - especially those of community members who feel disillusioned with the political process or face obstacles to participating. By making every effort to reduce obstacles to participation, we hope to prevent the 'usual suspects' or groups with more resources from dominating, and to generate projects that better reflect community needs.

Additional Principles

Alongside these three core principles, we intend for the PB process to inspire greater civic participation, build community, and educate and empower residents. We aim to deliver better budget decisions - spending that is more responsible and efficient, and that results in more sustainable and livable neighborhoods.

We ask everyone involved to help uphold these principles during all stages of the process.

Timeline: What happens when?

The PB process involves a series of meetings that feed into the city's annual budget cycle. For 2011-2012 the process has six main steps, starting in October 2011 and continuing into 2012.

Oct-Nov 2011

Neighborhood Assemblies (First Round)

At public meetings in each district, the Council Members present information on the budget funds, and residents brainstorm project ideas and select budget delegates.

Nov 2011

Delegate Orientations

Delegates selected at the assemblies learn about the budget process, project development, and key spending areas, then form committees.

Fall 2011

Winter 2011/ 2012

Nov 2011- Feb 2012

Delegate Meetings

Delegates meet in committees to transform the community's initial project ideas into full proposals, with support from Council Member staff and other experts.

The fiscal year for the city budget ends on June 30, 2013.

- 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

Monitoring Committees

Some budget delegates and Community Board members participate in monitoring committees, to ensure that approved projects are implemented properly.

- 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

District Committees

In each participating Council district, a District Committee composed of local organizations, institutions, and Community Boards manages the PB process locally. Interested delegates will also be able to join their District Committee.

- Determine the number of neighborhood assemblies, and help plan the assemblies
- Arrange food, childcare, and interpretation for assemblies and meetings
- Distribute educational and promotional materials about the PB process
- Develop outreach plans and mobilize residents to participate
- Serve as spokespeople for city-wide and local media, when called upon
- Mobilize broad, inclusive, and proportional community participation
- Facilitate budget assemblies and delegate meetings
- Provide guidance and background information to delegates
- Help resolve conflicts between budget delegates
- Monitor project implementation
- Evaluate the PB process
- Revise rules to the PB process
- Provide orientation to new District Committee members

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

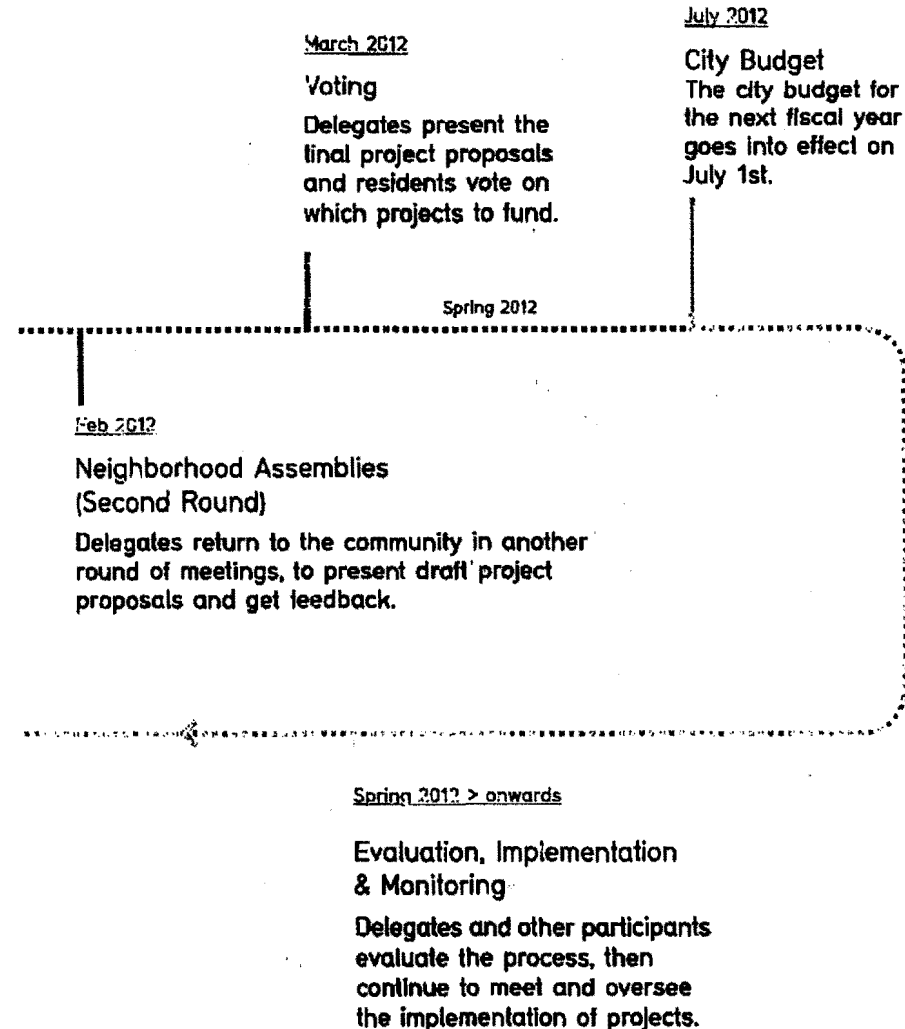
Anyone can participate in the process, even if they only come to one meeting.

- 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
- Develop and seek out proposals to present to the delegate committees
- Encourage people to participate!
- Volunteer to be budget delegates, if they are at least 16 years old and 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
- Vote on project proposals, if they are at least 18 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



Rules: How does it work?

Neighborhood Assemblies

- Each district will have at least 5 first round assemblies, including any special assemblies for large non-English speaking communities in the district.
- Anyone is welcome to attend the neighborhood 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 16 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:

Transportation	• Parks, Recreation & Environment
Public Health	• Art & Culture
Public Safety	• Housing
Education	
- If there are a sufficient number of delegates who feel that they face major obstacles to participating fully in issue committees, they may form demographic committees. 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. The demographic 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).
- Each committee will decide how many project proposals it submits for the public vote.
- Each committee will send its project proposals to the district's Council Member at least one month before the public vote.

Voting for Projects

- People can vote for projects if they live in the district and are at least 18 years old.
- At the time of voting, voters must present proof that they satisfy the eligibility requirements. Accepted IDs include, but are not limited to: driver's license, state ID with current address, Medicare card, utilities bill, voter registration card, consulate ID, or student ID.
- The City-Wide Steering Committee will decide the number of votes people may cast when the approximate number of projects on the ballot is known.
- Voters may cast one vote per project.
- Each voter can vote on one occasion. Voting opportunities will take place on multiple days and in multiple locations in each district.

Implementation & Monitoring

- After the vote, any interested budget delegates and Community Board members will form a monitoring committee in each district to 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 the next unfunded 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.