

Participatory Budgeting in Cambridge



Cycle 2 Rulebook June - December 2015



About this Rulebook

This booklet was developed by the City of Cambridge, the Participatory Budgeting Steering Committee, and the nonprofit organization The Participatory Budgeting Project (PBP) in June 2015 for Cambridge's second participatory budgeting process, which will run from June-December 2015.

About the PB Cambridge Steering Committee

The following individuals serve on the Steering Committee for the second PB cycle:

- | | |
|---------------------------------|-------------------------------|
| 1. Katherine Anderson | 13. Elizabeth Lerret |
| 2. Leonardi Aray | 14. Victoria Lewis |
| 3. Karen Cuenca | 15. Caroline Lowenthal |
| 4. Sy Danberg | 16. Mina Makarious |
| 5. Kelly Dolan | 17. Nasim Memon |
| 6. John Mark Enriquez | 18. Cleola Payne |
| 7. Cassandra Fradera | 19. Ebi Poweigha |
| 8. Maximilian Frank | 20. Laurie Richardson |
| 9. Erin Gullage | 21. Gabriel Schwartz |
| 10. Amy Jarvis | 22. Tory Tolles |
| 11. Jeremie Jean-Baptist | 23. Romaine Waite |
| 12. Yong Kim | 24. Elie Yarden |

What is Participatory Budgeting?

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

Participatory Budgeting in Cambridge

The City of Cambridge will set aside \$600,000 of the FY17 Capital Budget for community members to allocate through the second PB process. Cambridge residents and collaborators will submit ideas for capital projects, develop those ideas into project proposals in conjunction with City staff, and vote on which projects will be implemented by the City.

Project Eligibility

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

- **Are capital projects**, which usually involve **infrastructure improvements** (as opposed to operating projects, which usually fund salaries and services).
 - Infrastructure is usually physical, but not always. IT-related projects, such as developing an app or expanding free public Wi-Fi, are eligible.
 - Most capital projects have some sort of associated operating cost. Projects that would require the City to hire additional staff are not eligible.
- **Are one-time expenditures that cost \$600,000 or less.**
- **Benefit the public.**
- **Are implemented by the City of Cambridge on City property** (streets, sidewalks, parks, libraries, schools, youth centers, senior centers, municipal buildings, etc.)
 - Projects on Cambridge Housing Authority, DCR, and MBTA property are not eligible.
 - PB funding cannot be used to make a grant to a nonprofit organization.

In addition to these criteria, the following rules apply to PB projects:

- Before being submitted to the public vote, all projects must be reviewed by the City Manager to ensure they meet all of the legal requirements of capital projects.

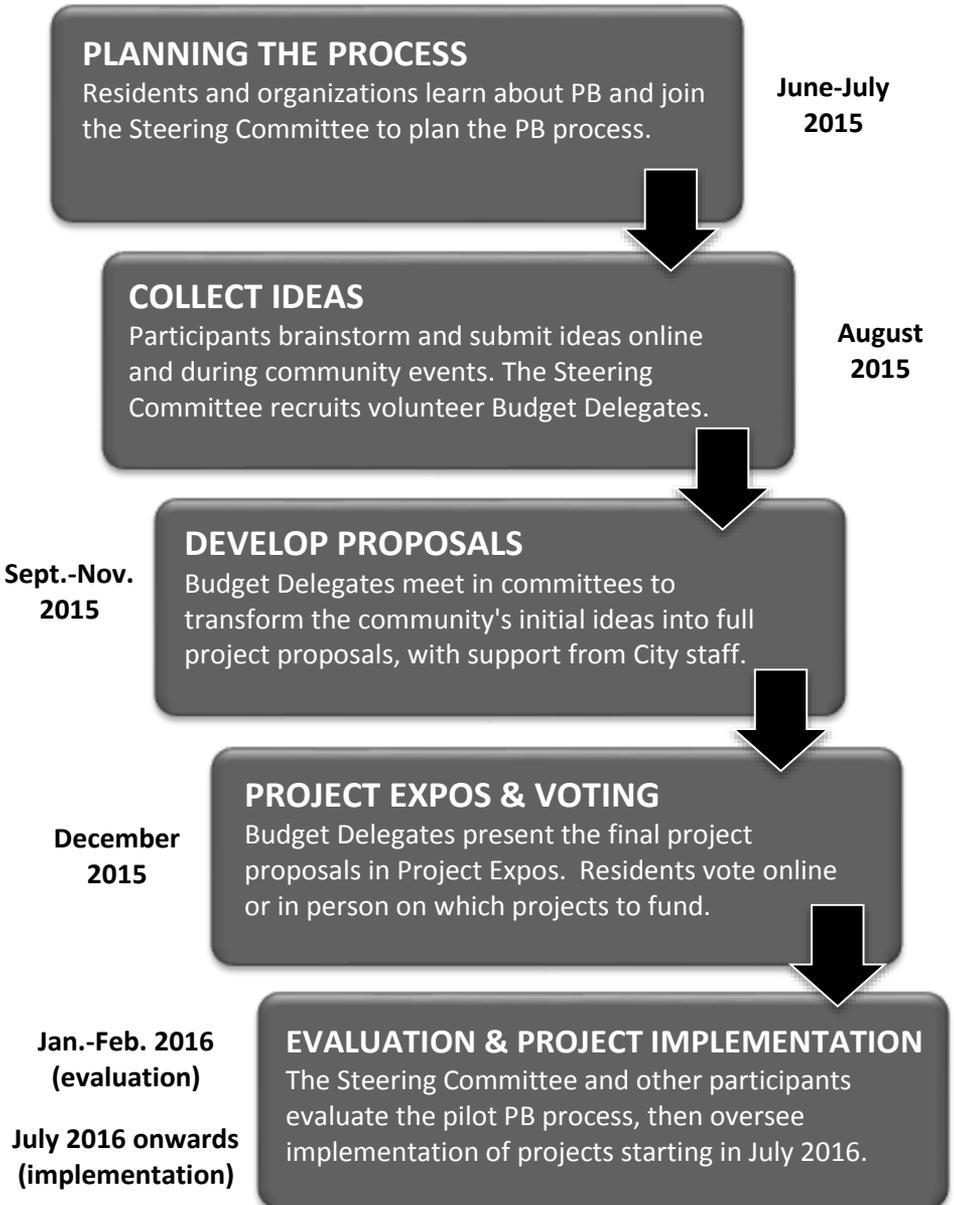
Goals: What is this for?

Our goal is to make democracy inclusive and transparent. To do this, we hope to:

- 1. Expand and Diversify Civic Participation:**
Ensure that all community members have a voice in the development and improvement of their city, especially marginalized communities, reticent voters, and people with limited opportunities to engage in the political process.
- 2. Have Meaningful Social and Community Impact:**
Use PB as a tool to affect meaningful social change in the community. PB in Cambridge should be mission driven and results oriented, and focused on generating the most good for the greatest number of people.
- 3. Promote Sustainable Public Good:**
Make sustainable decisions that promote the long-term future and wellbeing of Cambridge residents.
- 4. Create Easy and Seamless Civic Engagement:**
Enable the community to be involved without barriers or frictions. Create a welcoming space for residents to become engaged, fostering a “contagious” civic environment.
- 5. Promote Civic-mindedness:**
Help residents imagine themselves as civic actors and educate each other about their needs and lives. Provide youth with the opportunity and experience to become life-long voters and community leaders.

Timeline: What happens when?

The PB process has five main steps, starting in June 2015 and continuing into 2016, aligning with the City's annual budget cycle.



Rules: How does it work?

Idea Collection

- The public will propose project ideas during public “pop-up” events, through an online mapping tool, or by email, mail, or phone.
- Anyone is welcome to propose project ideas.

Proposal Development

- Participants can volunteer as Budget Delegates if they:
 - Are at least 14 years old. Youth under 14 can serve as delegates if they are partnered with a parent who is also a Delegate; and
 - Are residents of Cambridge, *or* affiliated with Cambridge – people who work in Cambridge, own a business in Cambridge, attend school in Cambridge, *or* are parents of children who attend school in Cambridge.
- All Budget Delegates (BD) must attend a delegate orientation session in late August/early September.
- Each BD will join a committee to discuss and develop project proposals for a certain issue area.
- Issue committees may include but are not limited to: Culture & Community Facilities, Education, Public Health & Public Safety, Parks & Recreation, Streets & Sidewalks, etc.
- All BD committees will have 1-2 trained facilitators.
 - BDs will consider criteria such as community need, project need, impact, and feasibility when prioritizing projects.
- Each committee will send its project proposals to the City Manager for review before the public vote. The City Manager will review projects to ensure they meet the legal requirements of capital projects.

Project Expos

- At the Project Expos, BDs will present their project proposals to the community through a science fair format.
- Project Expos may be combined with the launch of the voting period.

Voting for Projects

- People are eligible to vote for projects if they:
 1. are at least 12 years old, *and*
 2. live in Cambridge
- At the time of voting, voters must sign an affidavit stating that they are residents of Cambridge.
- Voting will take place on multiple days, in multiple locations, and online. Each voter can vote once.
- Each voter may cast one vote per project. The Steering Committee will decide the number of total votes a voter can cast, once the approximate number of projects on the ballot is known.

Roles & Responsibilities: Who does what?

Cambridge Residents & Collaborators

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
- Volunteer to serve as Budget Delegates, if they meet the criteria on page 5
- Mobilize Cambridge residents and collaborators to participate
- Vote on project proposals, if they meet the criteria on page 6

Steering Committee

The Steering Committee (SC) coordinates PB Cambridge. The committee includes 24 Cambridge residents and members of local organizations. Whenever possible, the SC will make decisions by consensus. When there is no consensus, decisions will be made by a simple majority.

SC members must attend at least five of the seven SC meetings. SC members are welcome to send an alternate if they cannot attend. The SC will:

- Decide on key questions about the implementation of PB
- Oversee the PB process
- Distribute promotional materials
- Promote PB in their organizations, through their networks, and at community events
- Volunteer to help out at a minimum of two idea collection events in August and two voting events in December
- Mobilize Cambridge residents to participate
- Help evaluate the PB process
- Monitor project implementation

Budget Delegates

Budget Delegates do the extra work necessary to turn community ideas into real projects.

- Discuss and prioritize initial project ideas
- Consult with Cambridge residents and collaborators on project proposals
- Develop full project proposals
- Consult with City staff on project feasibility and cost
- Prepare project posters and presentations
- Mobilize Cambridge residents and collaborators to participate
- Help evaluate the PB process
- Monitor project implementation

Facilitators

Facilitators are neutral parties that do not advocate for particular projects. They help facilitate BD committee meetings to make sure that all participants are able to contribute.

- Serve as the main liaison between City staff and BDs
- Assist BDs in finding meeting spaces
- Ensure that notes are taken at meetings and distributed afterward
- Manage BDs and ensure that proposals are developed on time

The Participatory Budgeting Project (PBP)

- Prepare educational and promotional materials
- Conduct trainings for staff and participants
- Provide ongoing technical assistance for the PB process

City Staff

- Assess feasibility of project proposals
- Provide cost estimates for project proposals
- Implement winning projects

Budget Department Staff

- Help coordinate PB outreach efforts with the SC
- Recruit and coordinate volunteers
- Reserve spaces for assemblies and meetings
- Help arrange food, childcare, and interpretation for events and meetings with the SC
- Distribute promotional materials
- Serve as liaison between PB participants and City staff
- Manage the PB website and online submission of ideas
- Update participants on the status of winning projects
- Coordinate evaluation of the PB process with an independent third party
- Oversee implementation of winning projects

About the Cambridge City Council

The 2014-2015 Cambridge City Council is made up of the following nine members:

- David P. Maher, Mayor
- Dennis A. Benzan, Vice-Mayor
- Dennis J. Carlone, Councillor
- Leland Cheung, Councillor
- Craig A. Kelley, Councillor
- Nadeem A. Mazen, Councillor
- Marc C. McGovern, Councillor
- E. Denise Simmons, Councillor
- Timothy J. Toomey, Jr, Councillor

The City Manager will recommend that the City Council appropriate \$600,000 for the winning PB projects.



Participate!

Find out more at:

www.cambridgema.gov/yourbudget

Questions?

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