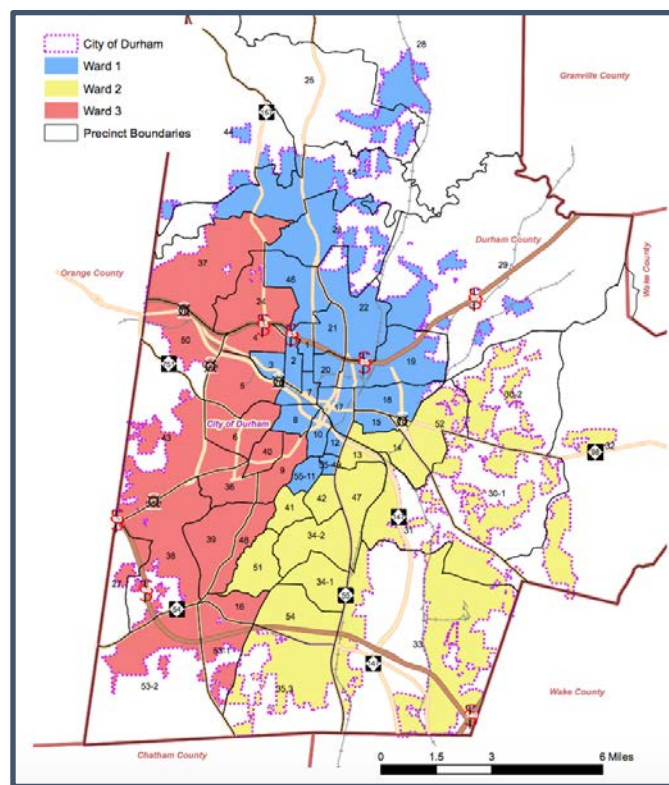


City of Durham Participatory Budgeting (PB) Handbook

FY 2018 - FY 2020

CREATED BY: OUR CITY, OUR VOICE



PARTICIPATORY BUDGETING
Budget & Management Services

CITY OF DURHAM

ABOUT DURHAM PARTICIPATORY BUDGETING

Durham Participatory Budgeting (Durham PB) is the first cycle of participatory budgeting launched by the City of Durham. Residents of the city of Durham and students in Durham schools, colleges, and universities aged 13 and older will directly decide how a portion of the city budget will be spent through participation in the budgeting process. Durham PB was created by an ordinance passed by Durham City Council on May 21, 2018. This process will be implemented by City of Durham staff members from the Office of Budget and Management Services in partnership with the Neighborhood Improvement Services department. Implementation will also be supported by collaboration and input from staff and departments across city government. A Steering Committee has been appointed by the Durham City Council to lead the process and is comprised of residents. Two city council members will act as liaisons between the Durham PB process and the Durham City Council.

The Steering Committee has set the following intended outcomes for this process:

Durham Participatory Budgeting is intended to be a process that transforms harm and shifts power dynamics in the city of Durham in a meaningful way. This will be done by:

- **Supporting people to participate in the process that have never participated in civic processes before;**
- **Ensuring resources are allocated that correct past harm;**
- **Funding projects that meet the needs of the most impacted communities.**

As a result of Durham PB, conditions in Durham will be better than before for those that have previously been the most excluded from access to decisions and resources.

In order to achieve these outcomes, the Steering Committee will work with the implementation team to build a process that is truly representative of and transparent and accountable to the Durham community as a whole.

THIS HANDBOOK

This handbook contains information necessary to understand in and engage with Durham Participatory Budgeting. It was designed by the Steering Committee with input from City of

Durham staff and City Council, with the assistance of the technical assistance provider, Our City Our Voice. Changes to the handbook can be made by a vote of the Steering Committee.

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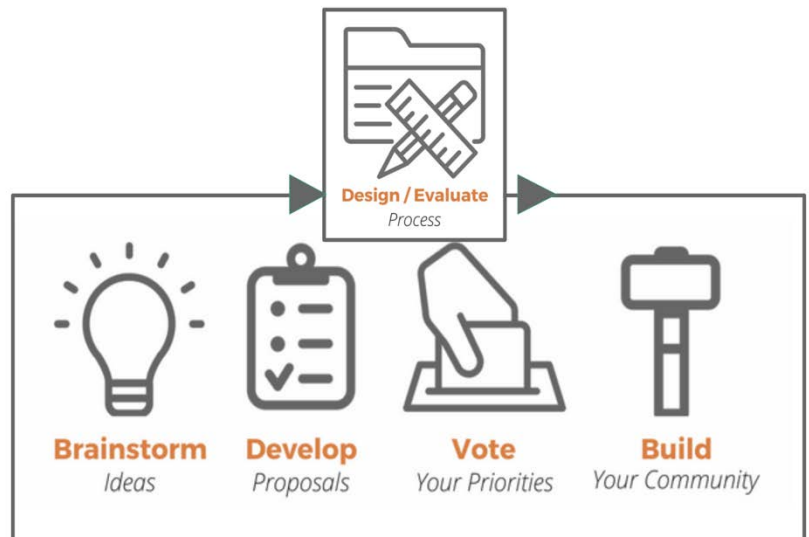
WHAT IS PARTICIPATORY BUDGETING?

Participatory budgeting (PB) is a democratic process where residents get to directly decide how to allocate money that is supposed to benefit them.

Originating in Porto Alegre, Brazil in 1989, it is a way for members of a community to work together to better meet the needs of all residents. Through PB, people find new ways of interacting with government and institutions that center the needs of residents in decision-making in order to create better solutions for all.

Practiced in the United States since

2009, PB is most commonly used with public dollars with local governments. But around the world PB has been used to bring community control to decision-making in nonprofits, schools, universities, philanthropic institutions, and community organizations as well.



DURHAM PB STEERING COMMITTEE AND STAFF

Steering Committee

Ward 1	Ward 2	Ward 3
Raymond Eurquhart	Tiffany Elder	Sheila M. Arias Abonza
Susan E. Goodman	Kyla Hartsfield	Chantelle Fisher-Borne
Marion T. Johnson	Henry C. McKoy	Thomas F. Fletcher
Raymond T. Palma	A.J. Williams	Natalie S. Murdock
José A. Romero	Sarah Mye	Jessica C. Uba

Steering Committee Leadership Team		
Chair	Tiffany Elder	Ward 2
Co-Chair	Sheila M. Arias Abonza	Ward 3
Secretary	Raymond T. Palma	Ward 1

Durham PB Implementation Team (PB Team)

Bertha Johnson, Budget Director, BMS

Andrew Holland, Budget Engagement Manager, BMS

Robin Baker, Budget Engagement Coordinator, BMS

Durham PB Liaisons to City Council

Jillian Johnson, Mayor Pro Tempore, At-Large Council Member, First Liaison

Javiera Caballero, At-Large Council Member, Alternate Liaison

HOW TO CONTACT DURHAM PB

Mailing Address: Durham Participatory Budgeting, Budget and Management Services, 101 City Hall Plaza, Durham, NC 27701

Phone: 919-560-4111

Email: pbdurham@durhamnc.gov

Facebook, Twitter, Instagram: @PBDurhamNC

Website:

www.pbdurham.org

pbdurham@durhamnc.gov

@PBDurhamNC

GOALS FOR DURHAM PB

The information gathered through the Introduction to PB Workshop and debrief was used to develop the Writing the Rules workshop, which took place in October 2018. In this workshop, the Steering Committee learned the framework set by the City Council, defined key terms for the process, set goals and metrics, and determined their method of work. The definitions set by the Steering Committee are included in the Glossary section of this handbook.

Values and Guiding Principles

The values and guiding principles are the cornerstones that determine how the process should be carried out in order to achieve its goals.

- **Inclusion** – the process should be conducted to ensure that participants who have experienced historic exclusion based on race, age, household income, gender, ability, or legal status reflect a greater participation in Durham PB than in other processes.
- **Correcting Harm** – in order to contribute to equity among the residents of Durham, this process must result in projects that have a greater impact on residents who have less resources than the average for the city as a whole, or who have experienced harm as a result of discrimination based on race, age, ability, household income, gender, or voter registration status.
- **Empowerment** – the process should alter power dynamics in our community by providing resources, information, and tools that increase residents' ability to communicate their priorities and interests and that enhance the ability of city staff and elected officials to respond effectively.
- **Community Building** – the process should build community by creating opportunities for sharing diverse perspectives, building mutual trust and by operating with integrity.
- **Transparency** – in order for the process to be effective, information about the process must be timely, accurate and adapted to ensure that it is accessible to diverse audiences.

Goals

By the end of this cycle, Durham PB should have accomplished the following things:

1. Projects that serve the most marginalized communities are implemented as a result of this process.
2. Build greater equity throughout the City of Durham by allocating resources in ways that correct past harm.
3. Engage more diverse populations in making decisions about how resources are used.
4. Increase overall engagement in decision making in the city of Durham.

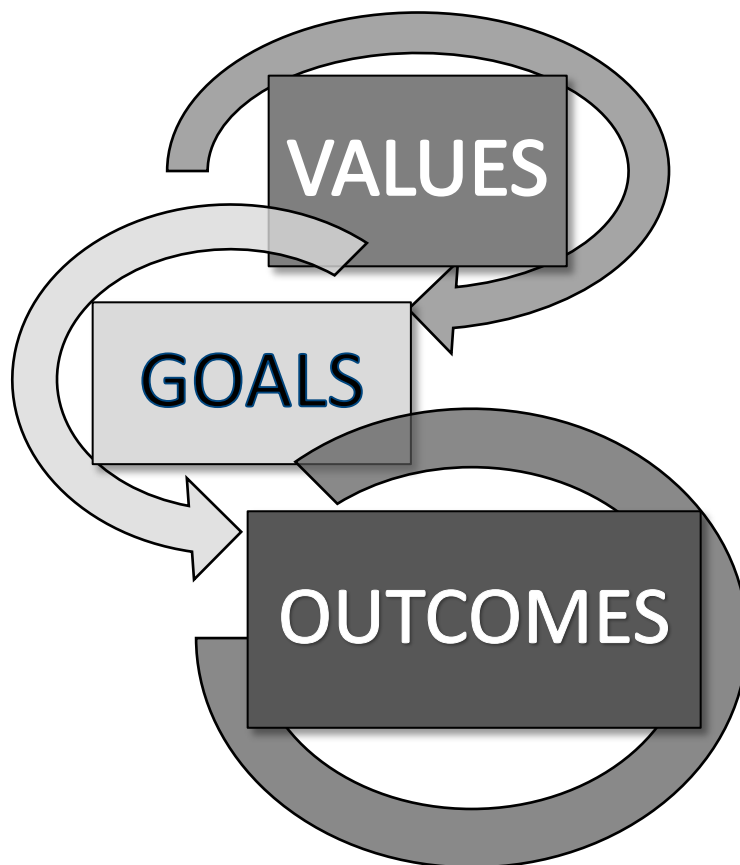
Outcomes

Outcomes describe the intended consequences of a series of actions.

Durham Participatory Budgeting is intended to be a process that transforms harm and shifts power dynamics in the city of Durham in a meaningful way. This will be done by:

- Supporting people to participate in the process that have never participated in civic processes before;
- Ensuring resources are allocated that correct past harm;
- Funding projects that meet the needs of the most impacted communities.

As a result of Durham PB, conditions in Durham will be better than before for those that have previously been the most excluded from access to decisions and resources.



HOW DOES DURHAM PB WORK?

Origin and Design of Durham PB

Durham Participatory Budgeting was brought to the attention of the Durham City Council as a result of advocacy by residents of Durham. It was proposed by residents and community organizations who wished to expand the base of people involved in decisions regarding the use of resources. This idea was proposed in order create avenues for residents to take action to mitigate the impacts of historic and ongoing racial and social inequity. When the City Council passed the ordinance creating the Durham PB process, it did so with the intention that the first cycle of Durham PB would be a learning year. This means that certain guidelines of the process were set by the City Council so residents and city staff can focus on learning from the experience of the process itself.

The Durham Participatory Budgeting process has been designed with input from the Durham City Council, residents, community stakeholders and city staff. In September 2018, the city sponsored an Introduction to PB Workshop in which steering committee members, community stakeholders, and city staff had the opportunity to participate in a mock PB process to learn how the process works. They then went through a debrief process in which questions, concerns, priorities, and hopes for the process were captured.



The Steering Committee Designs and Supports the Process

The Durham Participatory Budgeting Steering Committee (SC) was created as a commission of the City of Durham when the ordinance was passed to create the process. The first Steering Committee was appointed by the Durham City Council on July 26, 2018 from a pool of more than 40 applicants. Each member is expected to serve for a period of two years. After they were appointed, they participated in a 5-hour Introduction to PB Training and Debrief to learn about how participatory budgeting can work and to share considerations for the process in Durham. They then engaged in 16 hours of collaborative training and process design, in which they developed the information used in this handbook.

The Durham PB Steering Committee is led by a leadership team consisting of a Chair, Co-Chair, and Secretary elected by its members. Each of the members of the SC is representative of a broader community in Durham including youth, LGBT, Latinx, and disabled persons. During the course of the process, if a concern is raised by a member of a community that is not represented on the Steering Committee, the Steering Committee will make an effort to ensure input is sought from that community to inform decision making. In order to carry out its work effectively, the Steering Committee created three sub-committees who will focus on key parts of the process: Communications, Outreach, and Evaluation. Each SC member will volunteer time on one of these committees in addition to participating in regular meetings.



The PB Implementation Team Carries Out the Process

The City of Durham created two full time staff positions who have primary responsibility for implementing Participatory Budgeting. These positions are located in the Budget and Management Services office and supervised by the Director of Budget and Management Services. In addition, there are several staff who are responsible for support of participatory budgeting as a portion of their overall job responsibilities. These city staff comprise the Durham Participatory Budgeting Implementation Team (PB Team).

The PB Team is responsible for implementing the process based on the guidelines and decisions set by the City of Durham when the process was created. They are also responsible for making sure that they carry out the process in accordance with the values and principles and that they accomplish the goals and outcomes as set by the Steering Committee. In addition, they will be working to build awareness and understanding of participatory budgeting as a new process within the city government. To do so they will work with staff in other city departments to integrate the work of participatory budgeting with existing work and systems.



Based on the values, goals, and outcomes set by the Steering Committee, the PB Team has made the following commitments for how they will do the work of the process:

- Supporting the process to be reliable and to provide open and honest communication in work with the city and the community as a whole.
- Ensuring that the settings, language and facilitation of events reflect the culture and composition of the diverse communities in Durham.
- Consulting with residents about changes that impact them and ensuring that changes are communicated and an explanation is given.

- Planning events, communication, and outreach to increase the participation of residents who have experienced historic exclusion based on race, age, household income, gender, ability or voter registration status.

Funds and Project Types

The City of Durham has set aside 2.4 million dollars to be allocated through the Durham PB process in the first cycle. These funds will be divided so that each of the three city wards will have a total of \$800,000 available to fund eligible projects.

The Durham City Council has determined that in the first cycle the use of funds allocated through the Durham PB process will be limited for use in one-time projects. One-time projects are projects with one-time expenditures that address a community need. Projects can be built on City, Durham Housing Authority, and private land, upon donation. One-time projects may include physical infrastructure, technological improvements, and community enhancements. Examples of “one-time projects” include park improvements, computers for a community center, bus shelters, and bike-lanes. One-time projects may have some sort of associated operating cost. However, they do not require the City to hire additional staff. Monetary donations will not be considered. Before projects are put before a public vote, they must be reviewed by the City Manager, City Staff, and the Participatory Budgeting Steering Committee to ensure they meet all legal requirements.



Some examples of property belonging to the City of Durham include parks and recreation facilities owned and operated by the city; roads and sidewalks operated by the City of Durham; city facilities; fire stations; and transportation features operated by the City.

In order to determine what the funds will be used for, ideas will be collected from residents of Durham during the Idea Collection phase. Volunteers will then work to develop ideas into full budget proposals. To qualify as a project to be funded via the Durham Participatory Budgeting process, final project costs must be determined to be between \$50,000 and \$800,000. More

information on Idea Collection and Proposal Development can be found later in this handbook.

Once the cycle is completed, information on all ideas that are submitted will be shared with relevant city departments to inform their efforts to respond to the needs and priorities of all communities.

Participation and Transparency

- **Who Can Participate and How to Get Involved**

- All Durham residents and students of Durham schools, colleges, and universities aged 13 and older can contribute ideas to the process.
- All Durham residents and students of Durham schools, colleges, and universities aged 13 and older can volunteer as Budget Delegates. Budget Delegate volunteers work with staff of the City of Durham to develop ideas that are submitted into budget proposals.
- Anyone can volunteer to help out the process (with the exception of Budget Delegate positions).
- The projects with the most votes in each ward will be funded until all funds have been allocated.
- In order to become a volunteer, to sign up for the mailing list, or for other information, please see the contact information below.

- **Where to Find Information About the Process**

- During the process, the PB Team will provide information on social media, via email and via the PB website with updates on the process including events, media coverage, and new developments.
- Links to city facilities and physical structures where projects may be implemented can be found on the Durham PB website.
- If a change occurs to the process, the PB Team will report this information and provide an explanation on the website and in updates to the Steering Committee.
- The PB Team will also provide regular reports at meetings of the Steering Committee. All residents of Durham are welcome to attend Steering Committee meetings.



- Steering Committee Meetings will take place on a monthly basis via teleconference or in person. All meetings will take place between 6-8 pm. The dates for SC meetings for the first year of the cycle are: 10/29/18; 11/19/18; 12/10/18; 1/14/19; 2/11/19; 3/11/19; 4/8/19; 5/13/19; 6/10/19; 7/8/19; 8/12/19; 9/9/19; 10/7/19.
- Durham PB SC Meetings may be in person or via teleconference. Location information and any changes to SC meeting dates will be posted on the Durham PB website listed below.
- The Steering Committee will make decisions in the following process:
 - Build consensus by discussion and then vote together to make final decisions. Decisions can only be made if a quorum (2/3 of the Steering Committee) is present or has submitted votes online.
 - Majority vote will be 50% + 1 of those present.
 - Steering Committee members may submit votes online ahead of time if they are not able to attend the meeting in person.
 - Steering Committee members may submit votes online if a decision needs to be made between scheduled meetings.
 - If a quorum is not present and the voting item was not on the agenda, the SC will table the vote.

- **Durham PB Information:**

- Visit the website at: www.pbdurham.org
- Follow Durham PB on Facebook, Twitter or Instagram at [@PBDurhamNC](https://www.instagram.com/PBDurhamNC)
- Contact the PB Team via email at: pbdurham@durhamnc.gov

- **How to Raise Questions and Concerns About the Process**

- Throughout the process, if someone has questions or concerns about the process, they are welcome to reach out to the PB Team via email.
- The PB Team will inform the SC that a concern has been reported.



- If a resident does not feel their issue has been addressed to their satisfaction they are welcome to attend the public Steering Committee meetings to request they address the issue.
- The City Council Liaisons to the Steering Committee will advise the City Council that a concern has been raised.

Phases of the Process

There are five phases of the Durham Participatory Budgeting Process:

1. **Design / Evaluation** - The process is designed according to the needs and priorities of the residents and the structure of the City of Durham. Research and equitable input are used to design the process and to evaluate the outcomes. Each time a cycle occurs, evaluation of the previous cycle is used to adjust the design as needed for the new cycle in order to allow for continuous learning and improvement. Since this cycle is the very first cycle of Durham PB, it is intended to be a learning process in which information can be gathered that will allow the process to be further adapted to best meet the needs of the city.
2. **Idea Collection** - City of Durham residents are asked to contribute ideas for how funds can be used. Idea Collection takes place at assemblies convened and hosted by the City of Durham and stakeholders; at pop-up events that include tabling and canvassing at a variety of community events; during door-to-door canvassing to seek public input; and online via a web-based portal.
3. **Proposal Development** - Volunteers called Budget Delegates take ideas that are submitted and develop them through research and community input into budget proposals that contain all the information necessary to implement them as projects. All Durham residents and students of Durham schools, colleges, and universities aged 13 and older can volunteer as Budget Delegates. Ideas are selected for development by budget delegates based on assessment of community need, project impact, equity, and feasibility. City of Durham staff in relevant departments work with volunteers to ensure the projects meet regulatory and cost guidelines. At the end of proposal development, projects that will be on the ballot will be presented at a community event.
4. **Voting** - Residents and students of Durham schools, colleges, and universities aged 13 and older vote to determine which projects will be funded in their ward. Voting will take place at a variety of locations in order to make them as accessible as possible. This will include voting assemblies convened by the City of Durham and stakeholders; pop-up voting consisting of tabling and canvassing at community events; and door-to-door canvassing and online via a web-based platform.
5. **Implementation** - The City of Durham implements the projects that receive the winning number of votes in each ward in the budget year immediately following PB voting. Updates are provided to the community on the status of projects including any changes.

After the cycle is completed, information on ideas that are submitted via Durham PB are shared with relevant departments.



PB Team and Community Stakeholders conduct Idea Collection

The Durham PB Implementation Team will plan a variety of idea collection events. Planning for events will be focused on ensuring that access to the process is equitable. Residents and students of Durham schools, colleges and universities aged 13 and older will be asked to contribute ideas for how Durham PB funds can be used to meet resident needs and improve their neighborhoods. The plan for where idea collection events will take place and the goals for how many people will be reached will be set by the Implementation Staff according to the goals set by the Steering Committee for the process.

As idea collection takes place, implementation staff will keep track of all of the ideas that are submitted. At the end of idea collection, staff will organize all ideas that are collected into a list with relevant information included. Implementation staff will do a preliminary review of the list to sort out any projects that do not meet basic feasibility considerations. All ideas will be tracked, and even if ideas do not proceed through the Durham PB process, this information will be shared with other city departments to determine if they can be developed through another program.

Budget Delegates Develop Project Proposals with Technical Assistance from City Staff



Volunteers will be recruited to serve as Budget Delegates. All Durham residents and students of Durham schools, colleges, and universities aged 13 and older can volunteer as Budget Delegates. During the Proposal Development phase of the process, these volunteer Budget Delegates will work with the community and staff of relevant city of Durham departments to develop ideas into budget proposals. They will receive training and support from Durham PB Implementation Staff (PB Team) to do so. In addition to supporting the Budget Delegates, the Durham PB Team will also serve to facilitate communication so that projects can be developed in a timely manner.

Budget Delegates will meet in committees over several weeks to develop the projects they have identified. Each Budget Delegate committee will be led by a volunteer Budget Facilitator. They will start by assessing ideas based on the community need for the project, the potential impact of the project, and the feasibility of the project. Budget Delegates will be responsible for gathering input from community stakeholders and residents in the neighborhoods where the project will be placed and developing the details of the projects so that they address community need.

City of Durham departmental staff will assist in developing the cost and regulatory information necessary to complete the project proposals. Over the course of the Budget Delegate process, staff in departments relevant to the project at hand will participate in review and research necessary to ensure that the projects contain information that will enable a reasonable cost projection and to determine that implementation of the project is feasible according to guidelines of the funding being allocated and any regulations and requirements that are applicable.

Final proposals will contain all information necessary to implement the project if it wins in the vote. This will include: location; cost; full description of project; and how the project will benefit residents. Steering Committee members will provide support for budget delegate committees

by attending delegate committees and supporting assessment and development of the proposals in line with the goals of the process. They will also act as a resource by addressing questions that arise about the process as a whole and by supporting accountability, transparency, and engagement among key stakeholders.

After proposals are finalized, the Budget Delegate committees will make their final decisions about which projects will appear on the Ballot for the community vote. This decision will be based on information gathered during proposal development and using the criteria of need, benefit, and feasibility for each project and the goals set by the Steering Committee for the process as a whole.



Residents Decide the Winning Projects through a Vote

Voting events will take place over the course of a month at a wide variety of locations to make it as easy as possible for residents to participate. Projects will be voted on by ward. Residents will have the ability to vote on projects that are located in the ward in which they live. Residents of Durham or students of Durham schools, colleges, or universities aged 13 or older can participate in voting. In order to determine residence and identity, voters will be asked to sign an attestation form that lists their name, age, and address. These forms will be kept in a secure way by the city of Durham Implementation Staff.

In addition to the descriptions provided on the ballot there will be additional information such as pictures and longer descriptions of each project provided at the voting site. Based on the goals set by the SC, resources and planning to support access to voting will be focused on ensuring that residents who may have excluded from decision making or resources based on race, age, household income, gender, ability or voter registration status are prioritized. Language appropriate outreach and access will be provided via translated materials, bilingual outreach, and interpretation available at specified voting events.

Once voting is over, votes will be tallied for the projects in each ward. The projects with the most votes in each ward will be funded until the all of the funds are allocated. The total amount of funding to be allocated in each ward is \$800,000. If there is a tie or a question about how funds will be allocated, this will be resolved by the Steering Committee in collaboration with the

city. Voting will be finalized by the end of May so that projects may be included in the budget to be finalized for the next fiscal year.

The City of Durham Implements the Winning Projects

The City of Durham will begin implementation of the winning projects in the budget year beginning immediately after the conclusion of voting. The Steering Committee (SC) will continue their two-year commitment during this time. As projects are implemented, the Implementation Team and the Steering Committee will continue to communicate progress to the community.



As projects are completed and reconciled, the PB Team will provide updates to the SC. If there are projects that are found to be under or over the projected budget, the SC will work with the City of Durham Staff to try and determine the cause of the variance and whether or not this can inform more effective planning in the following year. The SC will also provide external reports to the community on their findings.

If a project is found to be over budget, the issue will be reviewed and acted upon by the Budget and Management Services Department of the City of Durham. If a project is found to be under budget, it will be reviewed and acted upon by the SC. If the amount left over is under \$50,000, funds will be rolled over into the funds to be allocated through the next Durham PB cycle. If funds are more than \$50,000, the SC will recommend projects to be completed based on the outcome of voting in the same cycle.

The Process is Evaluated and Recommendations are Made for the Second Cycle

Data and feedback will be gathered throughout the cycle in order to conduct a full assessment. The PB Team will collect data and use performance metrics to assess progress towards goals as they work. In addition, an independent evaluation team from North Carolina Central University will conduct evaluation of the cycle as well.

Once data is collected and analyzed, reports will be issued from the independent evaluator, the Steering Committee, and the PB Team. This information will be used in design of the second cycle in order to adapt the process to meet the needs of the city and community of Durham. In the creation of the process, the City Council intended that some of the original guidelines might be changed as a result of learning in the first year of implementation.

Evaluation will continue to be part of each cycle so that the process can engage in continuous learning and improvement.

ROLES AND RESPONSIBILITIES

Residents & Others

- Identify local problems and needs
- Propose project ideas
- Vote for winning projects
- Provide feedback and evaluate process
- Volunteer by engaging in the process and in helping support the process

Budget Delegates

- Identify local problems and needs
- Discuss and prioritize initial project ideas
- Consult with residents on project proposals
- Develop full project proposals
- Discuss & prioritize final project ideas for ballot
- Prepare project posters and presentations
- Do outreach for the vote
- Monitor project implementation
- Evaluate the PB process
- Explain decision making through documentation and communication with SC and the community

Steering Committee

- Design and oversee PB process and address questions as they arise
- Create and update the PB handbook
- Do outreach for process and help raise awareness and encourage involvement in an equitable fashion
- Help facilitate assemblies and committee meetings
- Communicate with budget delegates and ensure proposal development is in accordance with process goals
- Monitor project implementation
- Evaluate PB process
- Provide feedback to city staff and advocate on behalf of the community with the Durham City Council and the staff of the City of Durham
- Recruit volunteers, stakeholders & partners

Community Stakeholders & Partners

- Provide input to develop proposals
- Help facilitate assemblies and committee meetings
- Help increase awareness of the process
- Advocate for constituents and support their involvement
- Help secure venues for meetings
- Evaluate the PB process

City of Durham – PB Team

- Provide support and convene steering committee
- Provide staff for effective outreach
- Develop and implement process according to goals set by SC
- Raise awareness and facilitate involvement from other city departments
- Communicate updates to City Council and Steering Committee
- Maintain transparency of the process
- Deliver final budget priorities for implementation
- Provide data on neighborhoods & districts

City of Durham – Supporting Departments

- Provide cost estimates for project proposals
- Offer feedback and technical assistance on project proposals
- Vet projects in a timely and transparent way
- Implement projects in a timely manner
- Evaluate the PB process
- Collaborate to increase effectiveness of the process
- Provide updates to the Steering Committee
- Establish/determine administrative costs
- Evaluate the PB process

DURHAM PB TIMELINE

	Design and Planning Convene Steering Committee Draft Handbook Schedule Events Outreach	July 1 - October 31, 2018
	Idea Collection Create Idea Collection Plan Schedule Idea Collection Events Recruit Volunteers	November 1 - December 15, 2018
	Proposal Development Review Projects Assess for Impact, Equity, Feasibility Develop Projects Finalize Ballot	December 16, 2018 - April 30, 2019
	Vote Conduct voting in accessible and equitable way Projects with the most votes up to the total amount are funded	May 1 - May 30, 2019
	Implementation & Evaluation City will implement winning projects Evaluation will be conducted to inform design at start of next cycle.	June 1, 2019 - June 30, 2020

GLOSSARY

City property – City of Durham property is physical space that legally owned and operated by the City of Durham. Some examples of property belonging to the City of Durham include parks and recreation facilities owned and operated by the city; roads and sidewalks operated by the City of Durham; city facilities; fire stations; and transportation features operated by the City.

Equity is working to correct past harm and committing resources to places of greater need. Equity is not the same as fairness. In order to implement equity, there will need to be an assessment of need and representation.

Fiscal Year is the year that is used for accounting or tax purposes. In Durham, the fiscal year starts on July 1 and ends on June 30.

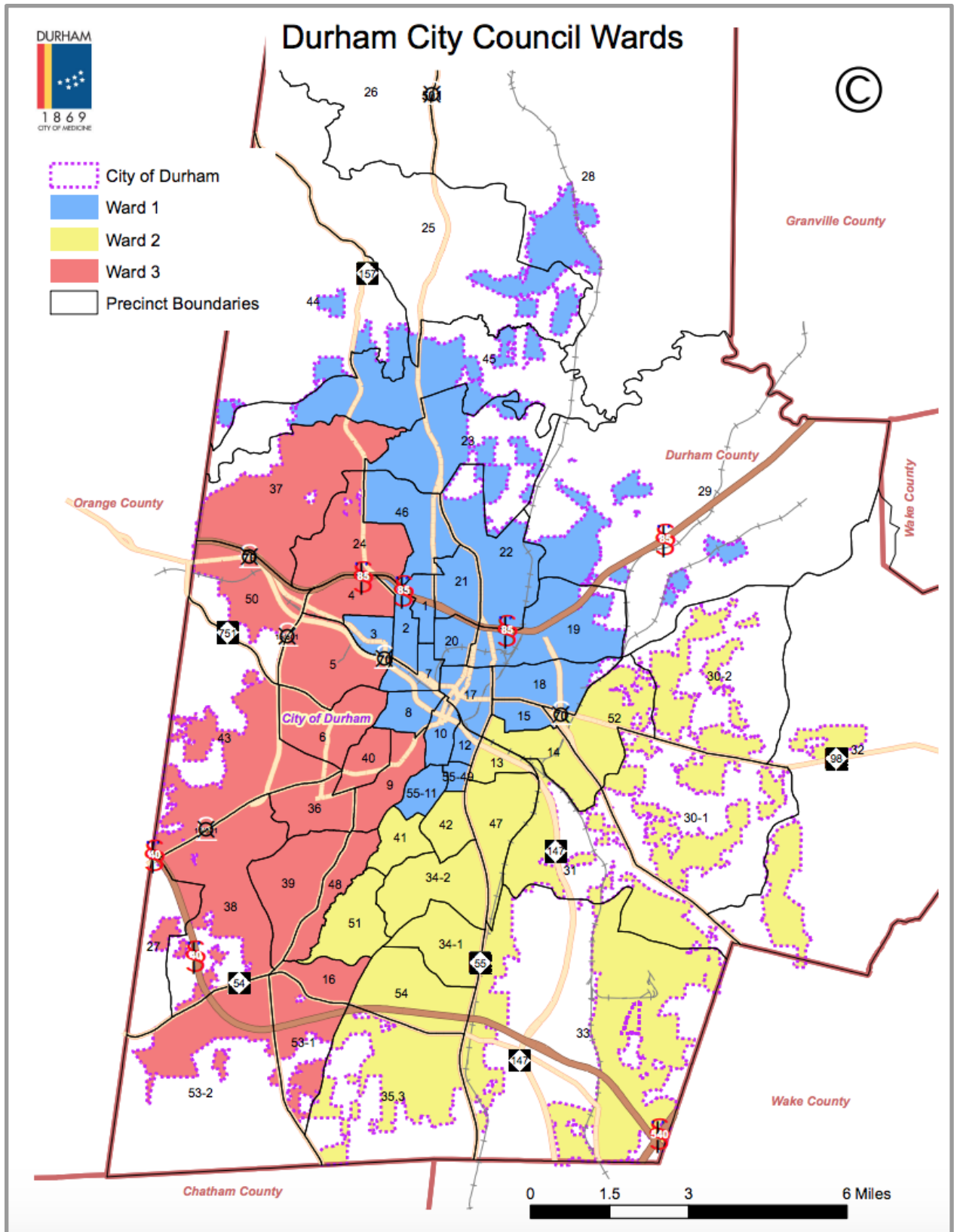
One-Time Projects are projects with one-time expenditures that address a community need. Projects can be built on City, Durham Housing Authority, and private land, upon donation. One-time projects may include physical infrastructure, technological improvements, and community enhancements. Examples of “one-time projects” include park improvements, computers for a community center, bus shelters, and bike-lanes. One-time projects may have some sort of associated operating cost. However, they do not require the City to hire additional staff. Monetary donations will not be considered. Before projects are put before a public vote, they must be reviewed by the City Manager, City Staff, and the Participatory Budgeting Steering Committee to ensure they meet all legal requirements.

Trust is the belief in the reliability, truth, and ability to communicate open and honestly about interests and needs both internally and externally.

Community Benefit improves access to services or activities that improve well-being, and/or increases the impact and reach of existing programs and services.

Transparency is a practice that involves timely and effective communication that is adapted to a wide and diverse audience and accurate sharing of intentional information in an accessible way that promotes accountability.

A **Ward** is an administrative division of a city or that typically elects and is represented by a councilor or councilors. The city of Durham is divided into three wards. This provides representation from different areas of the city. In Durham PB, residents from each of the wards will vote on projects that will be implemented in the ward in which they live.



HOW TO CONTACT DURHAM PB

Mailing Address: Durham Participatory Budgeting, Office of Budget and Management, 101 City Hall Plaza, Durham, NC 27701

Phone: 919-560-4111

Email: pbdurham@durhamnc.gov

Facebook, Twitter, Instagram: @PBDurhamNC

Website: www.pbdurham.org

Technical Assistance Provider

Our City Our Voice (OCOV) is a non-profit organization contracted by the City of Durham to support the design of the city's participatory budgeting process. OCOV will provide technical assistance, trainings, coaching, and facilitation to the City of Durham. OCOV is also responsible for the development of this handbook. For more information, go to www.OurCityOurVoice.org.

