

GR Participatory Budget Team
Meeting Agenda
Virtual MS Teams
3:00 to 5:00pm
August 26, 2021

Steering Committee Present:

Rev. Kenneth Hoskins, Mallory Patterson, LaKiya Thompson, Adnoris (Bo) Torres;

City Staff Present:

Asante Cain, Lou Canfield, Gricelda Estrada, Doug Matthews, Laura Olson, Sharra Poncil

Absent: Kristania DeLeon; Michael Cusack

Absent: Doug Booth, Kristian Grant, Lisa Knight, Michael Scholten

1) Welcome

Doug M: No quorum today, but as a group you have to decide what to do if there I not a quorum. PBP is available next week. What message and homework do we need to bring for next week, LaKiya can coordinate? **An update:** I have asked David to look at other organizations that are doing PB to come up with a design and framework for the Web-landing and communication. My thinking being rather than waiting until the committee has started at the very least, we can bring some things to the table that a committee can respond to and provide reaction and guidance towards; doing what we can to shorten the timeline. That is my one update for today. I will pass it on to LaKiya.

LaKiya: I was thinking the same thing, we can move forward given the timeline, to not momentum. Continue having a conversation. Not sure if people can vote electronically but would hate to miss out on conversations. At the very least we can look at the agenda, try to come up with some questions and give some folks some homework. So the group from PBP can come back next week.

Kristania: I'm available for the 4:00 to 5:00 portion of this meeting next week. I think Michael C. is available as well.

LaKiya: I can check, I will be at a different time zone but will check. Pull up the Agenda.

2) **Rule Book Review and Finalize**

LaKiya: Based on the agenda want to Finalize the Rule book, budget delegates, ranking, finalize Steering Committee members. Is there anything that bubbled up since we last connected, anything else that has come up since last time, anything that we needed to Finalize? Is there anything that has come up since last meeting?

FEEDBACK:

Bo: How many delegates? We considered per precinct...

LaKiya: Kristania can you share what we talked about earlier regarding number of delegates.

Kristania: One thing to consider is how many proposals you would like to see move forward on the ballot? So, if we want this many items on ballot, we need to have these many proposals. That will determine how many delegates we need to make that happen. Generally, we recommend, no fewer than 3 people building out each proposal, that would allow for one person from each ward working on each proposal. Could expand, maybe 5 to 7 that would allow for work distribution; have assignment and research and collaboration. I recognize that it seems like a lot to recruit that many people. Thinking about the number of proposals you would really like to see. Do you want them to cost a certain amount? Do you want to fund a certain number of things? or Number of things per ward? Details of how you want the allocations to look across

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the process. Three should be a minimum, groups bigger than 5 to 7 range can sometimes be a little challenging. Subcommittees can be done by topics or organized folks, but generally that is what we recommend.

LaKiya: That goes back to further discussion and decisions we need to make as a steering committee. Talked about Minimum cost per project? Based on Ward size and engagement, how many proposals do we want to aim for as a goal. Depending on how many projects per ward, for the full initiative, between that 5 to 7 people per project could be a lot of folks to recruit.

Pastor Hoskins: We talked as an incentive to give a stipend to some of those individuals, how does that feed in that. Doug was going to go back to City Commission about additional funding, outside the funding we have, to allocate to the wards, so we don't touch that initial funding. And about the time we have because we thought we would need more time.

Doug M: I don't have anything official yet. I can tell you, effectively what I told you last week; I'm confident that with the brackets we have, we'll have some opportunity to do that. We just need to define the scope. I did share with them (Commission) the timeline as per the rulebook and did not get any objections to that when I made the presentation on Tuesday.

LaKiya: We can have further **discussion next week**, flushing out these particulars: What is a fair Stipend? Minimal cost per project? Number of Projects we want to see? Number of Recruited delegates we should have per project or proposal? Beyond that else do we need to consider?

Kristania: You may consider, to aim for that 5 to 7 range. Would feel more realistic. If you have projects that are similar or related, who are talking to same departments or community groups. You can have one set of delegates that work on two similar proposals. If that is something you might want to consider, it would provide some support, they may be able to take on more than one project if they are similar.

LaKiya: Any specifics commitment for the budget delegates, on how long does it take to review the process? Any additional research behind it? Would be helpful as we consider who we should be recruiting and stipend. What that true commitment is?

Kristania: 5 to 6 months and half of that time is diving into the research. You have Jan to April as a timeline, I think it is really possible. Maybe just depend on folks meeting once/week as a delegate group and two more times with folks they are building the proposal with. The first phase might be more mellow. I think it's good to convene them in pretty regular basis so they feel supported, they know where they are, we are on the same templates, we'll have comparable proposal. Also accounting for if they want to have individual meetings, conduct individual meetings, research. It can be quite intensive, and it's a bit of a crunch, commitment may look maybe about 4-hours a week to make folks feel like they are really ready.

LaKiya: Anything else before we move to Ranking and Process?

LaKiya: **Ranking and Review Process.** We threw around ideas and we discussed. Talked about Ranked choice of voting and discussed to weight the votes by demographics. How that could be potentially difficult, you just have to trust people's intent with that piece. Discussion around how to prioritize things. Want to create the most equitable process as possible and ensure that the projects were coming from core group of folks who we are trying to target for community voice from these wards. Anything we want to discuss at our next touch point?

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FEEDBACK:

Bo: Doug B. had a lot of feedback into what voting should look like, maybe table that until he is back?

LaKiya: Kristian had some idea of digital platforms for ranked voting, can you share that?

Kristiana: Rank voting, sometimes people really like it. Can be helpful when looking the results of the votes. People will see and say, I did not see that coming in, what do we do with tie that are really close so that is transparent and consistent. Would definitely work for a process like this. Also can consider Straight preference voting. Knapsack voting-vote, they vote for as many as they want as long as it doesn't exceed budget; can do one or spread it over five. Can help steering committee interpret the data, in case you have to look at data and have to choose between funding a project, dismissing it because of not enough money, etc.

Stanford Platform developed for PB, is free, well vetted; not sure if they have the capacity to weigh certain votes once the data comes in. We don't usually come across folks who ID, often use an affidavit or general document (By doing this you confirm all is true) if we have demographic information, that is included. The only caveat is that folks understand why their demographics are being asked for and they can trust that their privacy will be honored specially for people who might be undocumented or may be involved or are skeptical about privacy concerns. Will need to be very consistent and upfront in the process. Doug M. also mentioned there may be some other options that might be able to test and build something that suits the needs. Could range from free, existing, customized. The weighing is what you might be more specific as to if the tool can accomplish that for you.

LaKiya: Have there been specific communities, depending on engagement level, where specific type of voting has worked well?

Kristiana: If you have language access consideration, rank Choice voting can be very important. If you work in a community where rank voting is used, they may be used to it. Sometimes there might be some education support for folks that haven't seen that type of voting before. Something to think about, people maybe use to a ballot voting type of space, some people may never have voted and need more education.

LaKiya: Knapsack voting, Kristiana, can you explain and how that works or would look?

Kristiana: Straight preference voting, may say pick your top 3. Knapsack- says this is how much we have, these are all the proposal and how much each cost. We usually have that information anyway, so people know what type of investment. We have 600,000 if you want to spread out as you want. Can choose a 400,000 and 200,000 that's good, or you can select 6. Gives folks the option to choose: I want big changes big things, or can balance I want this big project, but also these little ones too. It's a different prospective, can select as many as they want as long as they don't exceed the balance.

LaKiya: We have a few options. Anything else we want to bring back to the committee as far as voting options.

Doug M: My only question is when? Does the method and tool need to be prescribed in the rule book. I worry about getting wrapped up in conversations about voting when we have got months before we actually get to voting.

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LaKiya: Is this something we should prioritize or just put out there that folks can look at and we can revisit. Don't know if this is capture or if we can postpone and focus on education and outreach.

Kristania: Does' t always have to be in the rule book. Might want to see what the proposals look like. What does tend to show up in the rule book is what is minimal cost and maximum cost and how many we want to fund. May codify if you want to fund a lot medium size projects. The actual voting mechanism or approach. Maybe something that your delegates can help, something that you can design down the line.

LaKiya: That was something we a pending item, we had a \$50K marker min. Depending on neighborhood needs, there may be smaller. Any feedback on the minimum 50K, too small or just right... as far as 50K for proposal.

Kristania: With funds like this you have options. Sometimes folks have capital projects, so it has to be high minimum, but with funds like these you have options. What can get people motivated to think big enough. Is it enough \$ to motivate? 50K too me sounds good, might be enough for people to want to hire a role to meet a particular need to go through the process, substantial enough, for them to want to do the work to access the funds. No flags on that for me.

Pastor Hoskins: Knowing the voting process, don't have to spend a lot of time right now, just knowing, so it's not foreign when we get to it.

LaKiya: We can defiantly look at that and push it as a future agenda item to finalize as we push forth with the more pressing things we want to knock out per our timeline

LaKiya: Sub Committee Members and playing dual roles as Delegates.

Not sure if that is an option we had considered as a committee, do we want to discuss or make a decision on by next week? We need to establish what our subcommittees are and so depending on what they are we can see if we want to participate as delegate as well.

FEEDBACK:

Mallory: Just to refresh my memory subcommittee members are the ward specific stake holders that will walking along side us for community engagement and feedback, and we are debating if they can to play this dual-role as delegates. Is there any reason that would create a conflict? Do the budget delegates also vote or are they also creating the proposal?

LaKiya: The delegates transfer the ideas into the full proposals, if they fit our criteria, I'm not sure how that has worked in other spaces. If they fit the criteria, would they still have a vote?

Kristania: There a lot of considerations. For most part, Steering Committee members are allow to vote as well as budget delegates. There is question comes undue influence. If they are voting for multiple items, then it pushes people to be champions for more than one project and lead to collaboration. More folks to get the word out. Generally speaking; for the most part they are able to, but that's a decision you can make. If the steering committee can decide, maybe not budget delegates but can help with outreach or others

Pastor Hoskins: We had previously said, all delegates had to sign a of conflict-of-interest statement.

Kristania: Maybe the proposal they do is around a different idea than what their interest is in. We see a lot of folks' who come for one thing and are given another thing and come back and

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say, I done a lot of research and now this this is now important to me, and I've met a lot of people and see different thigs; it does help.

3) Establishing Subcommittees

LaKiya: On our agenda we need to prioritize. Folks to bring to discussion next week. Anything else we need to iron out next week.

FEEDBACK:

Mallory: I think this (subcommittees)is where power mapping is important. Maybe spend time at next meeting just doing it within that timeframe. Don't know if we should we look at the statistical and see if we have available in that regard.

Bo: I agree, and think it is a step we should take in the process.

Mallory: Geographic information, population information, where the money has gone from the City historically to in the past, things like that.

LaKiya: Any idea on how we can get that information

Bo: That goes back into weighing, if we see a proposal come in for issues not historically addressed. We can say if X amount of proposals come from this area that are identified as issues that have not been address or given the attention before, that would be a great way to utilize the power mapping.

Mallory: Little wider view than I was originally proposing, but I completely agree with that. Thinking about where we can source that. Like Southtown corridor ASP has some power mapping, GR Forward. We don't know what we don't know, Is there a singular place where we can tap into that information or if that is what we need to map out in our stakeholders outreach.

LaKiya: Anything else on subcommittees? [not comments]. Next is just actions and next steps.

4. Next Steps & Action:

LaKiya: Looking at our timeline, Education and Outreach, our goal was Sept to November. Doug has already done work on this, the shell for the website. We need some specific pieces on how we are going to approach the education and outreach piece of this.

FEEDBACK:

Doug M: Does PB have some templates to work off or boiler plate information that I should be passing along.

Kristania: The manual might have some, but there might be space to see if there is something from other cities. Sometimes is tailored, but we can happily take a peak and love to share it.

Mallory: We had talked about graphic assets, I don't know if that was something we should revisit.

Doug M: That's part of what I have the Communications team looking at when they bring back some wire frame stuff that everybody can react to, I'm hopeful they will have some visual presentation that will help.

LaKiya: We talked about the project expos, GOTV, the voting phases, ensuring engagement with disenfranchised community, the importance of translation pieces, some religious. Establishing what our broader goals are for engagement and what we want to consider our win; enough participation withing those wards to say we can completed sufficient engagement and outreach.

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Mallory: Good question, need to think about how we would measure that as well. I do think maybe when we are doing the power mapping or stakeholder brainstorming session; we could simultaneously track how those partners could affectively help with engagement. IE the stakeholder has a newsletter or whatever. We can make part of our process as well.

LaKiya: Good point, how do we want to track, define outreach. Is it just butts in seats, also dependent the changes with COVID, depending on what that looks like. It maybe website click, so we can play around on what that looks like.

Bo: To that point, if we were to create a general landing page with general information. The City is undertaking PB process. We would like your input, ideas, engagement, involvement. Having something that is general, as we are flying the plane, we are building it. To give us some general ideation of what Something general and a general email that a persons could send questions to, interest in participating, could help get delegates, or just help get some ideation as to where people's mind are at; while we develop something more robust.

Mallory: Yes I agree, the sooner we can do that the better.

Doug M: One thing that we can do, the landing page: if you have a sign up you can always ask for 4 or 5 key demographic points. Then you can do that when you do the voting, that is something we can do; understanding to Kristania's point that we should always give folks the option to not.

Mallory: I can create a basic spreadsheet that we can enter information into or format as we go or transfer somewhere else. People could suggest categories.

Kristania: One thing we found, If you have someone that can make occasional updates to the landing page. Also include the option to "propose idea" , "sign up as a delegate", "do you have expertise on XXXX, we are working on this project do you want to can we chat with you", etc. Update some calls to action.

Doug M: if anyone was motivated, going out and setting out a handle on FB and Tweeter for PB GR, that's an action we can take between now and next Thursday and have it parked; we start to establish our framework to start doing this.

Kristania: That would really be a great idea. We really encourage social media spaces. Can do a once-a-month FB Live, come out and ask your questions. There are some other groups that have been very passionate for some time, could be a way to connect and see if you have some other community champions.

LaKiya: Doug, if you can make that happen for us and have that in the pipe. We can figure out how we want to utilize that social media.

LaKiya: **Vision for Committees:**

Coming up on how to engage. Making sure we can meet people where they are.

For next meeting that are pressing, that we need to finalize. Communicate how important it is that we have a quorum so we can vote on these pieces? Did I miss anything.

RECAP

Mallory: If I can do a recap?

- Action Items:
 - Create a social media dock- what our social media handles would be; create basic language around engagement and outreach.

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- I.e. Definition of a budget delegate; do you have expertise in this area, submit a form, same for volunteer
- PB team suggested to create a place to sign up, would we be doing that through google forms? Does the City have a way to submit information?
 - DOUG M: We can do that, but I want to make sure you guys have a direct URL. That will resolve back to City, but there is a direct URL folks can go to. We have forms tools. As we were talking I sent a request to my IT director, to set up a general mail box for email.
 - Once I get that email, I can put a hold on some of those social resources (Twitter).
- Mallory: Do we develop that language: DECISION YES:
 - Doug M: Ultimately, it's a collaborative effort, communications has been asked to set up a wireframe for everything. Creating what should be on pages, language around these things is going to be informative and helpful, because my communication teams knows less than you do.
- Create Spreadsheet for Power Mapping for sub-committee members
- Researching different platforms for voting
- How to gather info on statistical data. Anything the City can provide between this week and next.
- Talked about Affidavit about demographics and personal info, does that exist someplace, like a sample.
 - Does the City have one we can use or an example? Does Kristania have some examples.
 - Kristania: We have seen some, very simple, very general. The only thing that may differ if there a "under perjury of law". Sometimes is an addendum to the ballot. I can see on what we can find. Is very general. " I confirm everything I offer is true"
- LaKiya: As a committee need to decide on the \$50,000; is that what we are going to go with for project minimum that we can finalize for the rule book. I think you (Mallory)covered everything.
Pastor Hoskins: As voting takes place, we can vote on multiple items as long as it doesn't exceed the budget.
LaKiya: Also additional on voting process.
Mallory: Not opposed to \$50,000 because it helps create a manageable process around creating proposal and managing and bringing them to fruition. I'm still conflicted on how smaller projects might still be impactful. How having such a high number might affect things in that way. I'm still riding the fence, but not enough to vote against. But it is something that is still nagging me.
LaKiya: here with you on that. I think we can further discuss that and think about the implication of that between now and next week. Anything else?
Doug: Feels like under the circumstances we kept the needle moving.
Pastor Hoskins: Time well spent

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LaKiya: I'm going to be traveling next week, my goal is to tune in, just need to see what my calendar looks like. I'll be in a different time zone. We'll touch base. Gricelda, did you capture notes (Yes); If you can send them to me and I can add any additional things I have and can send out an email to the larger group.