

# Minutes for Durham City Participatory Budgeting Steering Committee

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## Call to Order

The *Durham City Participatory Budgeting Steering Committee March, 2021 Meeting* was held on Monday, March 8, 2021 virtually via Zoom. It began at 6:00 pm and was presided over by Marion Johnson.

## Attendees

Members in attendance included: Sean, Cesar, Marion, Susie, Tom, Sarah, AJ, Jessica

Others in attendance included: Jillian, Andrew, Robin, Jamie

## Approval of Minutes

**Motion:** AJ made a motion to approve

*Seconded* by Sarah

*Vote:* Roll call

**Aye** - Unanimous

**No** - None

## Officers' Reports

Co-Chair Report - Marion Johnson did not have a report.

- Susie made the point that everyone should get the word out to friends that the applications are open and local organizations should apply.

Proposal and Implementation Subcommittee report (Sarah) - just excited to see so many people at the first budget delegate meeting.

Evaluation Subcommittee - no report.

## Other Reports

None

## Agenda Items

### Welcome

Marion Johnson called the meeting to order and welcomed everyone in attendance.

### Review and Approval of Meeting Minutes (see above)

### Announcements/Chair Report

#### PB Durham Cycle 2 Updates - *Robin Baker*

Grant application is live. Please remind community organizations and nonprofits. Andrew is the main contact for that so please feel free to pass along Andrew's contact information.

New member of the PB staff team - Elizabeth Berenguer

Over 45 delegates, ~10 youth delegates (13-24) and the rest are over 25 years old, and many delegates are people of color. Delegates will begin meeting formally next week. Everyone is very excited!

#### Review of Rubric - *Andrew Holland*

The rubric is how budget delegates and internal staff will score each proposal. It is based on three criteria: equity, impact, and feasibility.

In the proposed rubric, equity is 25 points, impact is 20, feasibility is 25.

Delegates would be responsible for scoring the first two, while PB staff will evaluate the feasibility.

\*please see rubric for detailed breakdown of each section\*

Equity (25 points):

- Within equity, 5 points is awarded for minority led organization.

Impact (20 points):

- Between equity and impact, there will be 45 points that delegates will be scoring.

Feasibility (25 points):

- Volunteers for the organization will be considered as staff
- Critical criteria: does the organization have municipal authority?
  - If it does not, PB staff will work with applicants and city attorneys to see if they can work to be eligible.

Questions:

- Are there any no-gos for applications? Is there anything that will automatically exclude an application?
  - Recommendation to arrange scoresheet with critical criteria at the top and if any of it is not met, then delegates will not proceed with rating the rest of criteria.
    - The only critical piece is municipal authority.
- How is municipal authority defined?
  - Legal question - certain projects in the previous cycle that city funds could not be used for it (ex. Project fell under county authority rather than municipal authority).

Are members comfortable with the weighting of the categories?

*Motion:* Susie made a motion to approve rubric barring any substantive changes.

*Seconded* by Tom

*Vote:* Roll call

**Aye** - Unanimous

**No** - None

## Subcommittee breakout session - *All*

No need to for breakouts.

Robin thanked the proposal and implementation subcommittee for staying involved.

Marion thanked everyone for their involvement in helping to spread the word about proposals.

## Round table - *All*

Update on reappointment from Jillian: all current members who applied have been reappointed.

New members will be approved at the upcoming city council meeting on Monday March 15.

- Within the new members, there is one new youth member.

## Action Items & Next Steps- *All*

## Announcements

## Adjournment

Marion adjourned the meeting at 6:54 pm.

***Motion:***

*Seconded:*

*Discussion:*

*Vote:*

Meeting was adjourned at: