

# Richmond Participatory Budgeting Commission

Meeting 1 9/22/22

In attendance

Commission – In-person

Mary ≠

Jerome Legions

Aaron Linas

Jeff Walker

Commission – Online

Scott Castro

Shannon Gonzalez

Erica Sklar

Commission – Missing

Erin Kelley

Oludare Ogunde

City Representatives

Kristen Nye – City Council Member

Andreas Addison – City Council Member

Jason May - Budget and Strategic Planning

Lauren Kirk - Budget and Strategic Planning

Tori Cotman – City Attorney

Adam Hohl - Policy Advisor

PB Coordination

Shawn Balon – Storefront for Community Design

Matthew Slaats – PB Consultant

General Public

None

## Agenda

### Welcome - Matthew Slaats

This was a general welcome and thank you to City Council, City Staff, and the Commission members for their engagement and support of getting the participatory budgeting process started.

### Online Commission Member Involvement

The in-person Commission put forward a motion to allow the online members to participate in the meeting.

Yes – 4

No – 0

### **Introductions**

City Council members Addison and Nye shared their interest in participatory budgeting and why they are committed to seeing this process started in Richmond.

Jason May and Lauren Kirk - Budgeting and Strategic Planning introduced themselves and discussed how they hope this process can help to inform the broader budgeting process in the city to be more open and inclusive

Tori Cotman – City Attorney's Office

Introduced herself and the advising role that the City Attorney will be playing throughout this planning process

Commission Members

Commission members introduced themselves and the districts/neighborhoods they live in. Plus they answered the following questions:

### **What do love about Richmond?**

Seeing neighborhood change

World class city

Contact with City Staff

Participated in R300 master planning process

Engagement with health

City pools

### **What is important about your neighborhood?**

Diversity and bringing people together

Delivery of basic services

Meeting everyone

Music

Protecting long term residents

Community Development

### **PB Framing – Matthew Slaats**

Consultant gave a very high level understanding of the history of participatory budgeting, the specific stages of the process, and how cities around the US are using the process to engage residents.

## **Commission Logistics and Organizations**

### **Leadership/Voting**

The Commission discussed possible ways to develop an equitable, process that would include the entire commission.

We discussed the differences between setting traditional roles (chair, vice-chair, secretary) and a

more shared leadership process with collective decision making supported by a facilitator. Discussion also focused on sharing leadership by having a different commission member chair each meeting and asked for clarification about the voting/non-voting standing.

### **Schedule**

Meeting have to be in person as defined by City ordinance.

Commission members are allowed to join online with extenuating circumstances. Though, a quorum has to be in person and they have to vote to allow the online members to participate.

Feedback from a pre-meeting survey Commission members shared the following – LINK

What Day/Time Best – regularity

How Long – 1.5 hours

How often – 1-2/month

Based on discussion in person commission members agreed that Wednesdays from 4:30 to 6pm would work best.

Meeting dates were - 10/5, 10/19, 11/2, 11/16, 12/7, 1/04, 1/18, 2/1, 2/15

Consultant is to share this with the commission via email to confirm.

### **Communication**

Based on feedback from the City Attorney, it is recommended that the Commission do most of its communication at public meetings. The commission must be careful with email and responses as it might be perceived as a meeting.

All communication (email, text, phone) is subject to the Freedom of Information Act.

The Commission asked the City Attorney about the possibility of using an online forum (Slack) to communicate.

Consultant is also preparing a website (rbapb.org) to document the commission process and share resources with the broader community.

### **Resources**

There is a budget to support stipends, childcare costs, transportation, technology and food as needed.

The City Attorney, staff, and Matthew are clarifying the best way to provide these funds to support the commission.

### **Community Agreements**

We ran out of time for this and will postpone for a future meeting.

### **Commission Action Items**

1. Review the Participatory Budgeting Video - <https://vimeo.com/71975359>
2. Research another community that is doing participatory budgeting - <https://www.participatorybudgeting.org/case-studies/>

3. Follow up with Matthew about an interview and coffee

#### **City Attorney Action Items**

1. Clarify voting vs non voting membership?
2. Is it possible to do a collective leadership with facilitator model?
3. Are there any restrictions or FOIA concerns with using an online communication platform (SLACK)?
4. Clarify stipend procedures

#### **Consultant Action Items**

1. Send follow up with dates and times for meetings
2. Contact PBDurham and the Participatory Budgeting Project about meeting
3. Share links to video and research information
4. Contact R300 organizer (Maritza Pechin) about community advisory committee process.

#### **Next Meeting**

October 5<sup>th</sup> 4:30pm

Location – TBD (possibly the Annex Room of the Downtown Library)