Participatory budgeting

CALENDAR (example)

	DATES	DAYS
PROJECTS SUBMISSION	November 12 2018 – January 6 2019	56
INITIAL REVIEW OF PROJECTS	January 7 2019 – January 14 2019	8
SUPPORT PHASE	January 15 2019 – January 29 2019	15
PROJECTS EVALUATION	January 30 2019 – May 26 2019	117
COST REVIEW	May 27 2019 – June 2 2019	7
FINAL VOTING	June 3 2019 – June 30 2019	28

BUDGET AND DISTRIBUTION PERCENTAGES:

100 MILLION EUROS

➢ **EUR 100 MILLION**

➢ **30% (30 million euros)** will be allocated to the implementation of economic projects that affect and are relevant to the entire city.

➢ **70% (70 million euros)** will be allocated to the implementation of economic projects that especially benefit the districts.

The participative budgets decided during 2019 will be implemented from 2020.

They are decided in 2019 and included in the 2020 budget.

PROCESS STEPS

1.- PROJECT PRESENTATION PHASE

1.1. CITY-WIDE PROJECTS:

These are those that meet some of the following conditions:

They are not located in a specific district (for example: to improve some element that exists throughout the city, such as streetlights, litter bins, banks, etc.).

They affect several districts in an equivalent way (for example: a bicycle lane that crosses the whole city from north to south).

They affect elements that are considered of relevance to the majority of the citizenry (e.g., a project related to the city's main park).

1.2. DISTRICT PROJECTS:

They are located in a specific district and do not meet the above conditions.

The technical staff of the City Council may change the category of a project during its evaluation by changing its rating from whole city to district and from district to district, when its characteristics point to such a change. This change will be made as soon as the need is detected and confirmed, as soon as possible.

It is also possible to change the category of district projects to the whole city, when their cost is higher than the amount allocated to the district, in this way these projects are not eliminated for exceeding the established amount. This modification will be made during the project evaluation phase, when the cost is confirmed.

The modification of the territorial scope will be carried out by a single person responsible for coordinating all changes.

1.3. VIABLE PROJECTS:

In some cases participatory budgets are limited to the investment chapter of the budget, however when analyzing proposals discarded from the public, a significant number of them are because they belong to other chapters, so it is recommended to allow projects from different chapters:

Chapter II: "Expenditure on current goods and services".

It refers to the maintenance of buildings, green areas, urban furniture, public lighting, cleaning of the city, collection of rubbish, water, electricity, rents. In short, it is the operating costs of the city.

Provided that they do not affect existing contracts and that their expenditure is for a specific action or otherwise does not extend beyond two years.

Chapter IV: "Current transfers".

Included are contributions, such as the one made to the Regional Transport Consortium, and subsidies to families, companies and non-profit institutions for them to make current expenses.

Chapter VI: "Investments".

Includes creating and reforming infrastructure. These are works in elderly centres, sports facilities, cultural centres, fire stations, schools, children's schools, parks and gardens, urbanisation works, purchase of furniture, computer equipment, etc.

Chapter VII: "Capital transfers".

These are the contributions and subsidies made by the City Council to entities, families and institutions to make their investments. It includes, for example, transfers to the Municipal Transport Company, to buy buses or to the Municipal Housing and Land Company, to buy land or houses.

1.4. NON-VIABLE PROJECTS:

They are non-viable projects:

Citizens' proposals for participative budgets that do not deal with the following expenditure chapters of the City Council budget: "Expenditure on current goods and services" (Chapter II), provided that they do not affect contracts in force and provided that their expenditure is for a specific action or otherwise does not extend beyond two years, on "Current Transfers" (Chapter IV), "Investments" (Chapter VI) and on "Capital Transfers" (Chapter VII).

If it is not the competence of the Town Hall.

If its cost exceeds the amounts determined for the whole city and districts.

If, in order to carry it out, steps have to be taken that do not depend on the City Council, or it is not relatively certain that they will be able to be carried out correctly (for example: a construction on a plot of land that is not municipal, transport actions that correspond to the Transport Consortium).

If the project is already planned to carry it out (which implies some file or similar already taken previously, where the latter can be clearly justified).

If the project presented involves the carrying out of actions, tenders or aid concessions that may economically favour third parties or generate economic interest (e.g., renting a specific premises or granting subsidies with a nominative character).

Technical or legal inviability: due to the application of the legally applicable regime (e.g., income aid would not fall under municipal competence).

SPECIAL SITUATIONS:

Generic project: if the lack of concretion makes its evaluation totally impossible (in the case that the person who evaluates it could specify a possible reasonable execution and adjusted to the spirit of the project, it will not be marked as unfeasible).

multi-project: if the project includes several, some being viable and others not, it will be considered unfeasible as a whole.

In these cases, an e-mail will be sent to the proposer, explaining the reason for the non-viability with the possibility of re-elaborating the project.

Any other case of non-viability must be considered exceptional and must be exhaustively argued in such a way that the answer is satisfactory for the person presenting the project. The latter should be the general criterion when choosing one case or the other.

1.5. PROJECT CLASSIFICATION (Project Submission Phase).

In this first phase, the functions of the administrators are summarized as follows:

a) Review the label of the project registered on the web (all the city / districts).

b) Assign evaluator due to material competence and service responsible for the economic program, which may not coincide.

Include the cause of non-viability except for technical or legal reasons (coordination with the competent service).

1.6. GROUPING OF PROJECTS

During the first phase of project presentation, the technical staff of the Town Hall will detect repeated or very similar projects and once located, the authors will be contacted through an email. In this email they will be informed of the existence of a similar one and the possibility will be offered to debate with the rest of the authors and present, if appropriate, a new joint project.

If any of them want to maintain their project despite its similarity with others, the City Council will respect their decision.

During the support phase, projects may still be withdrawn if they are considered similar or for any other reason, as long as they have not received support.

The identification of the same and similar projects can be carried out by:

- the administrators

- dynamization services in each district.

In any case, the information must be provided to the promoters in order to generate spaces of consensus among the proponents.

2.- INITIAL PROJECT REVIEW PHASE

Tasks to be performed by administrators:

- Review of territorial areas (the whole city / district), for proper allocation. In case that the change of scope proceeds the administrator will send an e-mail informing of the same one for his knowledge, and in his case, accomplishment of observations.

- Administration of the allegations made by the proponents on the report of unfeasibility received as a response.

- Identification of similar or identical projects, to be sent to the proposers, prior to the start of the support phase.

- Allegations formulated during the project presentation phase.

3.- SUPPORT PHASE

Anyone registered in the city and over 16 can support investment projects for the city and for each of the districts.

The support phase reduces the number of projects that will go to the final voting phase, so that the City Council can carry out all the evaluations of the most supported projects.

Project support:

- through the web.

- in the Citizen Attention Offices in all the districts.

- signature sheets

The most supported projects go to the final vote after their evaluation.

4.- PROJECT EVALUATION PHASE

Projects not declared "unfeasible" up to this stage are subject to evaluation.

The City Council evaluates the most supported projects under the coordination of the Department in charge of the process, in collaboration with the rest of the Areas and with the districts.

The technical staff of the City Council carries out the feasibility and cost studies in an independent and neutral way, attending only to the criteria publicly marked for the process.

The evaluation confirms that the projects are valid, technically feasible and legal.

It ensures that they are the competence of the City Council and can be included in the municipal budget.

It is verified that the projects are not being carried out or foreseen in the current budget.

During this phase, projects are evaluated in ascending order of number of supports.

Projects that are included in the cut-off thresholds* and marked as feasible go on to the final voting phase.

*the cut-off threshold for each territorial area will be given by the number of supports of the last project that has given time to evaluate in that area.

The final decision on the feasibility of the project rests with the competent technical staff.

At the end of the period, all approved and rejected projects are published, together with their corresponding reports and assessments.

The evaluation should start with the most supported projects and continue in descending order.

4.1.-COMPLETION OF THE REPORT

The unfeasibility report or the cost report should not enter into subjective evaluations, opinions from the Department or district on the convenience or not of the project, alternatives to it, or on the plans that are had from them, that is to say, it should not include opportunity criteria.

In the participatory budgeting process, the project and the decision is exclusively the responsibility of the citizenry (regardless of whether internally one might think that a mistake has been made or another project would be better), therefore the reports should be limited to giving technical reasons in one sense or another with respect exclusively to what has been proposed.

The objective will always be to facilitate as much as possible the realization of the projects, as well as the satisfaction of the citizens with the response in case the implementation is not possible.

Practical case to see the procedure in case of lack of concretion:

Presentation of a project asking for "bicycle lanes all over the city", the person who evaluates will propose in the cost report a possible average implementation of this idea (defining for example a series of general routes and the length of these), and this implementation will be the one that is evaluated and on which the cost is calculated.

4.2.-REPORTS: CASUISTRY AND PROCEDURE TO BE FOLLOWED

General information: in the edition space you can modify and save the changes at any time, as many times as you want by pressing the "Save changes" button, the changes made will appear the next time you open it. The

process will only be finished when you check the "Report completed" box before clicking on the button.

VIABLE PROJECTS: The project must be viable in its entirety.

If there is only one evaluator: mark viable, fill in the cost, mark finished report and save changes. You can fill in other optional fields if you want to add information.

The field "Cost report" will be the only one that will be publicly visible and where you can expand the information.

If there are several evaluators, they will have to coordinate to fill in the above fields together, we recommend that you fill in the cost report specifying the partial costs calculated by each person who evaluates, in case both must do it.

At the end, any of them will tick the report finished box and save changes, ending the process.

For projects with district scope (even if you as an evaluator of the same belong to an Area), if the cost exceeds the budget of the district and is less than the budget allocated to the projects of the whole city: the project will be marked as feasible, the cost will be added and reclassified as a project of the whole city (the latter will be done by the assigned administrator, who will be notified by email).

Changes in scope will be made by the person responsible for coordinating the process.

NON-VIABLE PROJECTS:

Fill in the unfeasibility report, check the box report completed and save the changes. You can fill in the observations field if you want to communicate something to the administrators or other evaluators.

When the changes are saved with the finished report, an email will be sent automatically to the author showing the unfeasibility report, and the project will stop receiving support, so we ask you to make sure that you have correctly catalogued the project as unfeasible.

It is recommended to use standard answers in case of non-compliance with basic conditions: no competition, no legality, no total or partial investment (see standard answers).

NON-COMPETENCE OF THE GOVERNMENT/DISTRICT AREA:

In the event that, due to the competition, it is not your responsibility to evaluate the project, the comments and observations field will be used to indicate this circumstance, identifying and clearly indicating which Department/District it corresponds to, then the changes will be saved and not mark the finished report (send an email to the assigned administrator).

5.- REVIEW OF COSTS

Tasks to be performed by administrators:

- The administrators will send the projects subject to evaluation by means of periodic mailings, where appropriate appraisal.

- Reassignment of projects

- Review of unfeasibility reports (all should be consistent when dealing with similar/identical projects).

- Review of economic costs (all reports must be consistent with the costs included in the report).

- Communicate to the authors the change of territorial scope of a district project that for its amount passes to the project of the whole city.

- Resolve the allegations prior to the start of the final voting phase.

6.- VOTING PHASE

In the final voting phase, all persons registered in the city over the age of 16 can vote on projects for the entire city and for a specific district of their choice. You can vote even if you haven't participated before and you don't need to be a resident in a district to support or vote for that district's projects.

When voting on citywide and district projects, the available budget and the projects with their estimated cost are published. Projects may be voted on one by one until the budget is exhausted, although it is not necessary to exhaust

the budget. Voted bills are displayed on a top bar, where votes can be modified at any time until the end of the voting phase, including canceling the votes of the elected district and voting on another.

The final result is obtained after voting, with projects sorted by number of votes for the city and for each district. In each list the projects are selected from the most voted to the least voted, taking into account that each project included does not exceed the remaining budget allocated to that list. If a project exceeds this limit, it is ignored and moved to the next one.

The final selection is integrated into the initial draft of the General Budget of the City Council approved by the Government. Once the Budget has been approved, each of the selected projects is published with a description of the actions (as part of the Budget).

Voting may be carried out by any of the following means:

- through the web.

- through the Citizen Attention Offices.

- face-to-face voting by means of a ballot paper in the ballot boxes located in public spaces and streets.

TYPE RESPONSES AND SOME EXAMPLES FOR THE INVIABILITY REPORTS OF THE PROJECTS SUBMITTED (phase 1 and 4)

NOT THE CITY COUNCIL'S COMPETENCE:

The project presented in relation to .... is excluded from the participatory budget process because it does not fall under municipal jurisdiction under the Act …… ………………………

TYPOLOGY MAIL PARTICIPATIVE BUDGETS

1.-MULTIPROJECT AND ALL VALID CONTENTS

Dear author:

The City Council would like to thank you for your participation in the Participatory Budgeting process for the city.

We have received your expenditure project XXXXX and we have detected that it is multiple, that is to say, you request several things at the same time.

Therefore, we recommend that you go back to the website and write a different project for each expense you request. In this way, citizens will be able to vote for them separately and you will make it easier for them to obtain the votes necessary to opt for their implementation.

Important: if you create new projects we ask you to delete your initial project in the section "MY ACTIVITY" and communicate it to us by mail.

Below you will find your initial expenditure project:

(COPY THE PROJECT COST TEXT HERE)

We are sorry for the inconvenience and thank you again for your invaluable participation.

Sincerely

2.- NON-SPECIFIC PROJECT

Dear author:

The City Council would like to thank you for your involvement in the participatory budgeting process for the city.

We have received your project of XXXX expenditure, the lack of concretion of the same one prevents to evaluate it technically of suitable form reason why we need that you concretes it more and extend the information of what you request.

We suggest that you go back to the website and write the project in greater detail. This way you will facilitate that, in the support phase and in the final vote, the citizens understand it, support it and vote so that it can be executed.

Important: if you create a new project we ask you to delete your initial project in the section "MY ACTIVITY" and communicate it to us by mail.

Next we enclose your initial expenditure project:

(COPY THE PROJECT COST TEXT HERE)

We are sorry for the inconvenience and thank you again for your invaluable participation.

Sincerely

3.-MULTIPROJECT AND NON-SPECIFIC (AT THE SAME TIME)

Dear author:

The City Council would like to thank you for your involvement in the participatory budgeting process for the City.

We have received your expenditure project XXXXX and we have detected that it is a multiple project (i.e., you request several things at the same time) and it is also not concrete, which prevents its proper valuation.

We suggest that you go back to the website and write a different project for each subject you request.

This way you will facilitate that, in the support phase and in the final vote, the citizens understand them, support them and vote so that they can be executed, since individual expenditure projects are voted on and not "project packages".

Important: if you create a new project we ask you to delete your initial project in the "MY ACTIVITY" section and communicate it to us by mail.

Next we enclose your initial expenditure project:

(COPY THE PROJECT COST TEXT HERE)

We are sorry for the inconvenience and thank you again for your invaluable participation.

Sincerely

4.- EXPENDITURE PROJECT THAT RESPONDS TO PARTICULAR INTERESTS

It has been detected that this is a project that responds to particular interests that generate direct economic benefits to a particular entity outside the public interest.

Therefore, the proposed project cannot be included in the participatory budgeting process of the City Council and must be considered unfeasible.

The information on the viability or not of participatory budgets is published in the FAQs section on the Participatory Budgets website.