



PARTICIPATORY BUDGETING

Budget & Management Services

CITY OF DURHAM

Participatory Budgeting Steering Committee Meeting

AGENDA

Monday, March 9, 2026

In-person Meeting

I. Meeting called to order at 6:05 pm

- | | |
|--|--|
| <input checked="" type="checkbox"/> Angela Jimerson | <input checked="" type="checkbox"/> Ezra Greene |
| <input checked="" type="checkbox"/> Christopher Rhodes | <input type="checkbox"/> Federica Cedeno |
| <input type="checkbox"/> Danny Love | <input checked="" type="checkbox"/> Kenneth Webb |
| <input checked="" type="checkbox"/> Daniel Sater | <input type="checkbox"/> Orlander Thomas |
| <input type="checkbox"/> Denard Haney | <input checked="" type="checkbox"/> Raivynn Smith |
| <input checked="" type="checkbox"/> Donna Kaye | <input type="checkbox"/> Rosa Cuppari Paradiso |
| <input checked="" type="checkbox"/> Elizabeth Edmiston | <input checked="" type="checkbox"/> Rosemary James |

Also in attendance:

PB Staff: Carmen Ortiz and Fallon Thompson

II. Welcome New Member Ezra Greene

III. Approval of Minutes

- a. Christopher moved to approve the minutes. Angela seconded the motion.
Unanimous approval.

IV. Announcement

- a. Kenneth presented informed the committee that the Annual Report had been approved.
- b. Staff Announcement: PB Manager Carmen announced that she will be transitioning to a new role as Assistant Director in the city's new Community Partnerships & Engagement department. She will continue overseeing PB at a higher level but will be less involved in day-to-day meetings. Committee members congratulated her and expressed appreciation for her leadership and contributions to the PB program.
- c. Several members noted that some committee terms will end soon. The City Clerk's Office will post openings once positions become available. Members were encouraged to promote the opportunity to residents and help recruit future committee participants.

V. PB Staff Updates

- a. Staff presented the winning PB projects to City Council, and Council members responded very positively. Community members have also shown strong interest, particularly in the skate park project.
- b. Media coverage included an article in INDY Week.

- c. The communications team produced marketing videos highlighting PB participants and projects.
- d. City Departments have begun creating project codes, scheduling technical department coordination meetings, and initiating the implementation process for winning projects.
- e. Staff is considering using a grant process instead of an interlocal agreement with Durham Housing Authority to allow funds to be transferred more efficiently without repeated Council approvals.
- f. Signage Project: New signage is being installed at completed PB project locations to help residents identify projects funded through participatory budgeting. Some installations will use permanent stickers for smaller improvements and stand-mounted signs for larger projects such as playgrounds or parks.
- g. CAARE Contract Closure: The CARE organization did not respond to the city's notice offering options to continue the project. The city is now proceeding with formally voiding the contract. Approximately \$78,000 in unencumbered funds may become available and could potentially be rolled forward into a future PB cycle.
- h. Self-Cleaning Bathroom Project Discussion: Staff clarified that the originally proposed self-cleaning restroom technology will not be implemented. The technology requires a minimum number of units under contract with the vendor. Because the PB process funded only one unit, the vendor requirements cannot be met. The project will instead install a standard public restroom, which will be maintained by Parks & Recreation or General Services.
 - i. Q: Why was the requirement for multiple units not identified earlier? Staff explained that at the time the proposal was developed, other city departments were exploring installing additional units citywide. PB's unit was expected to be part of a larger rollout that ultimately did not move forward.
 - ii. Q: Will the restroom still be built? Yes. The structure will still be constructed, but it will not include self-cleaning technology.
 - iii. Q: Will the restroom require ongoing maintenance? Yes. Once built, it will be added to the city's regular maintenance schedule like other park or public facility restrooms.
 - iv. Q: Does this violate PB's "one-time project" rule? Staff clarified that capital projects such as playgrounds, skate parks, and restrooms qualify as one-time investments even though routine maintenance may occur over time.
 - v. Q: Will the location serve unhoused residents? The location is expected to be in a high-traffic downtown area, which may increase usage. Maintenance schedules will be managed by the responsible city department.
- i. Survey & Evaluation Discussion: Staff shared that draft evaluation surveys are being developed in partnership with the city's Innovation Team. Draft surveys will be shared with the committee for feedback. Donna suggested including both current and continuing members in the evaluation process to ensure knowledge

continuity as members rotate off. The surveys will evaluate multiple stages of the PB process, including:

- i. Idea collection experiences
- ii. Budget delegate experiences
- iii. Technical department collaboration
- iv. Volunteer engagement
- v. Resident participation

VI. Action Items & Next Steps

Action Items:

- a. Staff to distribute PB evaluation survey drafts for committee feedback.
- b. Committee to consider recommendations for reallocating unused CARE project funds.
- c. Staff to continue project implementation coordination with technical departments.
- d. Members encouraged to help recruit future PB Steering Committee applicants.

Next Steps:

- a. Review survey drafts
- b. Continue implementation updates at the next meeting
- c. Begin planning for upcoming PB cycle activities

VII. Adjourn

Angela motioned to adjourn at 6:53 pm, seconded by Kenneth. Meeting adjourned.