



# **OUR TOWN, YOUR CHOICE**



2018 West Orange Participatory Budgeting

[www.westorange.org/yourchoice](http://www.westorange.org/yourchoice)

## **WHAT ARE THE GOALS OF PARTICIPATORY BUDGETING IN THE TOWNSHIP OF WEST ORANGE?**

- A.** Participatory Budgeting allows residents to directly be positively involved in the budgeting and Township-building process, foster civic engagement and community spirit, and help ensure that the Township's capital improvement plan reflects the priorities of West Orange Township residents.

The five goals for the Participatory Budgeting process are as follows:

- 1.** Expand and Diversify Civic Engagement: Ensure that all residents have a voice in the development and improvement of their township, especially voters and people with limited opportunities to engage in the public process.
- 2.** Have Meaningful Social and Community Impact: Use Participatory Budgeting as a tool to effect meaningful social change in the community. Participatory Budgeting in West Orange Township should be mission-driven and results-oriented.
- 3.** Promote Sustainable Public Good: Make sustainable decisions that promote the long-term future and well-being of West Orange Township residents.
- 4.** Create Easy and Seamless Engagement: Enable the community to become involved without barriers. Create a welcoming and positive space for residents to become engaged, fostering a "contagious" civic environment.
- 5.** Promote Civic-Mindedness: Help residents be active civic actors and educate each other about their needs and lives.

## HOW DOES PARTICIPATORY BUDGETING WORK IN THE TOWNSHIP OF WEST ORANGE? WHAT HAPPENS WHEN?

- A. The first Participatory Budgeting cycle will run from April to November 2018 and will include the following key phases:

Phase 1: During the month of April, the Township of West Orange will distribute information to the community members about how to propose and submit specific ideas about how to spend up to \$400,000 of the town's budget on capital projects to improve West Orange. On April 23, 2018, the Township will hold an informational meeting regarding the program.

Phase 2: Beginning on May 1<sup>st</sup>, residents can submit their proposals. All proposals must be submitted by May 15<sup>th</sup>. Beginning on May 16<sup>th</sup>, the Review Committee, made up of Township professionals will perform a review of submitted proposals to ensure that they meet the program requirements identified below. The Review Committee will provide submitters with their determination of approval or rejection of the proposed project by May 31<sup>st</sup>.

Phase 3: During the month of June, the Review Committee will make a final review of the proposed projects for compliance with program requirements and to develop a final cost estimate. In June, the Review Committee will hold a meeting with all residents who had their projects selected. Any resident who has their project selected is required to attend this meeting. The order of the projects position on the ballot will be determined on a random basis at the meeting. By the end of June, all approved projects will be listed on the Township's website for inclusion onto a Non-Binding Referendum to be placed on the ballot at the November General Election.

Phase 4: During the month of July, the Township Council will vote on a resolution approving the final form of the Non-Binding Referendum to be placed on the November General Election Ballot.

Phase 5: During the period following the Township Council's approval of the Non-Binding Referendum, any and all proponents of the programs are encouraged to campaign for public support of their preferred project.

Phase 6: On Election Day, November 6, 2018, registered voters of the Township of West Orange will vote for the single project of their choice. The Mayor will recommend to the Township Council funding the project receiving the most votes up to \$400,000 in capital funds.

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Phase 7: The Township Council will introduce on first reading a Bond Ordinance authorizing appropriation for the designated projects.

Phase 8: The Township Council will introduce on second reading a Bond Ordinance authorizing appropriation for the designated projects.

Phase 9: The Mayor will recommend contracts, as necessary, to begin construction of the designated projects, in accordance with Local Finance Law.

\*\*The Township reserves the right to modify or supplement the requirements of each phase\*\*

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## HOW MUCH MONEY IS THE TOWNSHIP OF WEST ORANGE SETTING ASIDE, AND WHAT CAN IT BE USED FOR?

The Township is setting aside \$400,000 in capital funds for the first Participatory Budgeting cycle.

Projects are eligible for funding if they meet the following criteria:

1. Are capital projects which usually involve infra-structure improvements (as opposed to operating projects which usually fund salaries and services).

Infrastructure is usually physical, but not always. IT-related projects, such as expanding free public Wi-Fi, are eligible.

The capital project has a minor level of associated maintenance/operating cost.

The capital project must have a useful lifespan of 5 years or more.

2. Are one-time expenditures that cost \$400,000 or less.
3. Are beneficial to the entire Township of West Orange.
4. Are implemented by the Township of West Orange on Township property (streets, sidewalks, the library, parks, municipal buildings, etc.)

\*\*Before being submitted to the public vote, all projects must be approved by the Review Committee to ensure they meet all of the legal and feasibility requirements of capital projects. Additionally, any resident who has their project selected, is required to attend a meeting with the Review Committee prior to being placed on the ballot

## **WHAT ARE SOME EXAMPLES OF CAPITAL PROJECTS?**

- Improvements to playgrounds or parks. Repairing streets and sidewalks.
- Installing accessibility ramps on public property.
- Renovating public buildings
- Installing benches or street lights.
- Creating a community garden.
- Resurfacing a basketball court

## **EXAMPLES OF WHAT WOULD NOT QUALIFY.**

- Sponsoring a sports team
- Sponsoring a block party.
- Additional recreational programs.
- Additional programs or projects that interfere or replace existing programs or facilities.
- Making improvements on private property.
- Projects that don't provide a public benefit.
- Projects that would require the Township to hire additional staff are not eligible.
- Duplicative projects.

## **HOW AND WHEN CAN I SUBMIT A PROJECT?**

The project submission phase will run from May 1, 2018 through May 15, 2018. During that time, any resident of West Orange is eligible to submit a project by filling out a completed application. Applications can be downloaded online at [www.westorange.org/yourchoice](http://www.westorange.org/yourchoice) or copies can be picked up at the Clerk's Office at Town Hall. All applications shall be submitted no later than May 15, 2018. All online applications must be submitted via email to [yourchoice@westorange.org](mailto:yourchoice@westorange.org) no later than 11:59 p.m. on May 15, 2018. All hand delivered applications must be submitted in-person to the Clerk's Office at Town Hall no later than 4:30 pm on May 15, 2018.

Only registered voters are eligible to vote on the Non-Binding Referendum.