



**Contract and Award Letter  
Purchase Resolution – Exhibit “A”**

**TO:** Board of Contracts and Awards  
**FROM:** Andy Cherullo, Director, Finance  
Susan Calderon, Assistant Director/Controller, Finance  
Katie Johnston, Budget Officer  
Liesl Santkuyl, Financial Services Analyst  
**COPY:** City Council, City Manager, City Clerk, EIC Coordinator, LEAP  
Coordinator, and Brandon Snow, Senior Buyer, Finance/Purchasing  
**SUBJECT:** Participatory Budgeting Council District 4 Cultural Events & Youth  
Programming  
Direct Negotiation Waiver, Contract No. CW2268405 - October 29, 2024  
City Council  
**DATE:** September 30, 2024

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**RECOMMENDATION SUMMARY:** The Finance Department - Office of Management and Budget requests a waiver of competitive procurement procedures and recommends a contract be awarded to Foundation for Tacoma Students (FFTS), Tacoma, WA, in the amount of \$880,000, plus applicable taxes, budgeted from the General Fund, for a contract term through December 31, 2028, to develop and award a request for proposals, and administer ten (10) to sixteen (16) grants with providers to deliver programmatic services aligned with voter recommendations from the City’s Participatory Budgeting process during June-September 2024 in Council District 4.

**STRATEGIC POLICY PRIORITY:**

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Encourage thriving residents with abundant opportunities for life-long learning.
- Cultivate a vibrant cultural sector that fosters a creative, cohesive community.

**BACKGROUND:** Participatory Budgeting is a democratic process by which a community decides how to spend a portion of their government's budget. The City started this year-long process with Council District 4 in East Tacoma setting aside \$1,000,000 for participatory budgeting. The voting process took place in Tacoma from June-September 2023 and resulted in 12,389 votes for cultural events and youth programming as the top proposal. FFTS will be the administrative support and contract manager for up to 16 subcontracts for cultural events and out-of-school youth programming. Of the total amount, \$800,000 will go to cultural events and youth programming in East Tacoma (recognizing that some projects may span both categories). The funding for cultural events will prioritize existing cultural events and/or youth programming while also creating limited opportunities for new cultural events representing these cultural communities and others in East Tacoma. FFTS will distribute funds to multiple service providers for both youth programming and cultural



events once proposals are selected and awarded. The Foundation will receive \$80,000 to cover administrative overhead costs.

**ISSUE:** Participatory Budgeting increases civic engagement and increased public involvement in decision-making in a significant manner as evidenced by the amount of people who voted for the proposal to fund cultural events and youth programming (over 12,000). The proposal with the most votes receives funds, leading to more belief and trust in government, one of the Council's top priorities. In addition, funding cultural events and youth programming reduces racial and ethnic disparities by increasing support and capacity for the City's cultural sector and smaller, grassroots organizations, while building their capacity to sustain their programs into the future.

**ALTERNATIVES:** City Council may decline to authorize this funding and ask staff to release a competitive process for the administrator of the participatory budget fundings.

**COMPETITIVE ANALYSIS:** Office of Management and Budget staff researched several other providers in Tacoma with experience in youth programming. FFTS has previously provided similar services under City of Tacoma contracts and performed well. The proposed administrative costs are well within the expected budget as FFTS saw the work as being well aligned with their mission.

**CONTRACT HISTORY:** New contract.

**SUSTAINABILITY:** Sustainability will be a consideration in the RFP that is issued by FFTS and the department is coordinating how best to do so.

**EQUITY IN CONTRACTING (EIC) COMPLIANCE:** Not applicable - EIC Exception: Direct Negotiation Waiver

**LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE:** Not applicable to these contracts.

**FISCAL IMPACT:**

**EXPENDITURES:**

<b>FUND NUMBER &amp; FUND NAME *</b>	<b>COST OBJECT (CC/WBS/ORDER )</b>	<b>COST ELEMENT</b>	<b>TOTAL AMOUNT</b>
0010 General Fund	658000	5330100	\$880,000
<b>TOTAL</b>			<b>\$880,000</b>



REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010 General Fund	658000	5330100	(\$880,000)
TOTAL			(\$880,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$880,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A