

PARTICIPATORY BUDGETING EAST TACOMA GUIDEBOOK

This guidebook was written by the Participatory Budgeting East Tacoma Leadership Team, expanding on an outline created by the City of Tacoma.

Why Participatory Budgeting?

Participatory Budgeting (PB) is a democratic process in which community members directly decide how to spend part of a public budget. PB gives people real power to make real decisions over real money. The process was first developed in Brazil in 1989, and there are now over 1,500 participatory budgets around the world, most at the municipal level.

PB East Tacoma enables neighbors to propose and vote on projects to fund with \$100,000 of City of Tacoma Discretionary Funds. Discretionary Funds fall into two categories, Capital Funds and Expense Funds:

Capital Funds (THINGS)

These funds can be used for physical improvement projects that benefit the public and cost up to \$100,000. For example, local improvements to schools, parks, libraries, bus stops, housing, and other public spaces.

Expense Funds (PROGRAMS & SERVICES)

Expense funds may go toward programs and services provided by non-profit organizations or City agencies, up to \$100,000.

The Leadership Team submits the projects receiving the most votes to the City of Tacoma to be allocated in the budget at adoption in June and are then implemented by City agencies.

Our Goals

We aim for Participatory Budgeting to have the following impacts:

1. Be Accessible to All

Ensure all neighbors of all backgrounds can participate. This includes but is not limited to: race, sex, ethnicity, income level, education level, residency status, sexual orientation, etc.

2. Inclusion

We aim to include everyone in the community—especially those who are often excluded from the political process, who face obstacles to participating, or who feel disillusioned with politics.

3. Equity

We aim for our process to be fair and just, both in the distribution of funds to the areas of most need as well as in the participation of community members. A focus on equitable participation, working harder to engage the most marginalized populations, will lead to a more diverse and representative process.

4. Improve Our City's Sustainability

Enhance the quality of life in the neighborhood in a way that has a lasting effect. The greatest amount of good for the greatest number of people over the longest time. Develop a successful participatory budgeting that will easily be replicated for years to come.

5. Transform Our Democracy

Empower Tacoma residents with the skills and knowledge they need to shape their neighborhood and city. Build leadership from the bottom up and forge deeper ties between residents, neighborhoods, and communities.

6. Expand Civic Participation

Inspire residents to participate in all levels of government while increasing and diversifying participation in local government.

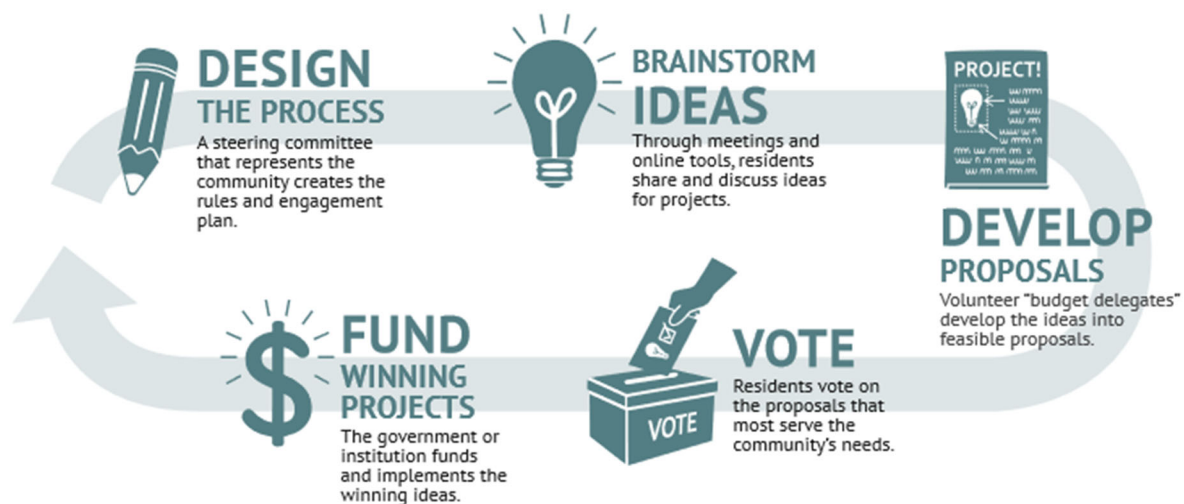
7. Develop New Community Leaders

Build the skills, knowledge, and capacity of community members.

We ask everyone involved to work with us to achieve these goals.

How Participatory Budgeting Works

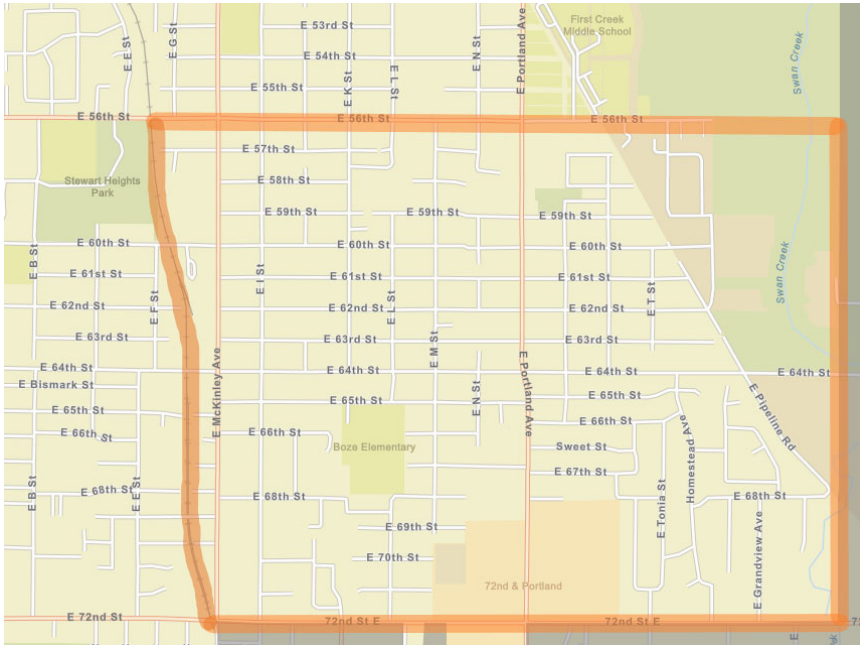
[Image Credit: Participating Budgeting Project, <https://www.participatorybudgeting.org/>]



Designing the Process

Phase One, November & December 2019

A steering committee that represents the community creates the rules and engagement plan.



Leadership Team

The Participatory Budgeting East Tacoma Leadership Team is comprised of residents who live, learn, work, and play in this East Tacoma neighborhood.

The leadership team, which represents the community, is in charge of writing guidelines for the project, creating an outreach plan, and working with City of Tacoma staff to develop the community's ideas into feasible proposals for the ballot. City of Tacoma staff will help facilitate meetings and provide support for engagement and vetting proposals, but decisions will be made by the leadership team.

The leadership team will meet twice a month, November 2019 to May 2020.

Leadership Team Members:

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Meeting Schedule

1. November 25, 2019, 6-8PM, dinner provided
2. December 12, 2019, 6-8PM, dinner provided
3. January 9, 2020, 6-8PM, dinner provided
4. January 25, 2020, Noon-2PM
5. February 13, 2020, 6-8PM, dinner provided

6. February 22, 2020, Noon-2PM
7. March 12, 2020, 6-8PM, dinner provided
8. March 28, 2020, Noon-2PM
9. April 9, 2020, 6-8PM, dinner provided
10. April 25, 2020, Noon-2PM

Neighborhood Restaurants: @ Thai Restaurant, Fast Pho Teriyaki, Garden's Gourmet Salads, Helen's Donuts & Ice Cream, Rain or Shine on Fire Pizza, Tacos y Mariscos Nayarit, Taqueria Los Parados, Yummy Pho & Teriyaki

The Participatory Budgeting East Tacoma Guidebook

The leadership team is in charge of writing this guidebook, expanding on an outline created by the City of Tacoma, to lay out the goals, guidelines, and timeline for the Participatory Budgeting East Tacoma Project.

Brainstorming Ideas

Phase Two, January 25-February 29, 2020

Guidelines for Idea Submission

1. Anyone **thirteen (13)** and older may submit an idea if they live, learn, work, or play within the boundaries of this project's East Tacoma neighborhood (see map on previous page).
2. Each resident may submit **up to five (5) ideas**.
3. Contact information with each submitted idea: **Email (optional)**. Demographic information the City of Tacoma will collect, if the person who submits the idea is willing to share: **Gender, race, language, and age**.

How to Submit Ideas

1. Online: [the online platform hasn't been set up yet, as of November 2019]. (See the Outreach section of this guidebook for the plan to get the word out about submitting ideas.)
2. In-person: Ballot boxes will be posted at **(LOCATIONS)**. Residents will also be able to submit ideas at events and presentations (see the Outreach section of this guidebook for more information).

Developing Proposals

Phase Three, March and April 2020

The leadership team will look over all the submitted ideas and develop them into feasible proposals, which are then vetted by experts. Vetted proposals will then be put on the ballot for the vote in **(APRIL or MAY)**.

Leadership Team

The leadership team does the extra work necessary to turn ideas into real projects—researching problems, needs, and other sources of funds, learning about the budget funds and the budget process. They are in charge of discussing and evaluating eligible project ideas. Then they develop full project proposals and presentations for the ballot, with assistance from City of Tacoma staff.

The leadership team must consider:

1. **Project's visibility.**
2. **Project's impact: qualitative (need, purpose) and quantitative (how many people served)**
3. **If City staff already has plans to implement a similar project.**
4. **How feasible is the project?**

City of Tacoma Staff

City of Tacoma staff will provide information on the budget and past spending while also providing cost estimates for eligible project proposals. Additionally, the City of Tacoma will offer feedback and technical assistance on project proposals, presentations, and ballot text. Lastly, the City of Tacoma will facilitate and oversee online participation for project idea collection and voting.

Project Eligibility

Must comply with City guidelines: Capital project which usually involve infrastructure improvements (as opposed to operating projects, which usually fund salaries and services). One-time expenditure. Must be within the neighborhood boundaries. Must benefit District 5 community. Each project may not exceed the \$100,000 cap. Must fit the Participatory Budgeting East Tacoma Goals.

Voting

Phase Four, May 2020

Voting Eligibility

Anyone 5 and older may vote if they live, learn, work, or play within the boundaries of this project's East Tacoma neighborhood (see map on page 3).

Ballots

Ballots—both online and paper—will be made available in English and Spanish (and, perhaps, Vietnamese, Korean, and Khmer, depending on cost). Voters will select (their favorite project or top three favorite projects; this will be decided after proposals have been designed.). Voters will be asked to submit: Email (optional). Demographic information the City of Tacoma will collect, if the person who submits the idea is willing to share: Gender, race, language, and age.

How to Vote

1. Online: [the online platform hasn't been set up yet, as of November 2019]. Everyone who submitted an idea or signed up to stay informed on the project will be sent the online ballot. (See the Outreach section of this guidebook for the plan to get the word out about voting.)
2. In-person: Ballot boxes will be posted at (LOCATIONS). Residents will also be able to submit ideas at events and presentations (see the Outreach section of this guidebook for more information).

Outreach

The Two Phases of Outreach for the Participatory Budgeting East Tacoma Project:

Phase One: Submitting Ideas

Phase Two: Voting

Outreach, Phase One: Submitting Ideas

Schools

Types of Outreach: Social Studies presentations (Ethan), Christina will speak to teachers, Flyers, Ballot Boxes, Posters, Kimberly will ask Shop for Ballot Boxes

List of Schools: Lincoln High School

Community Centers/Libraries

Types of Outreach: Flyers, Ballot Boxes, Posters, Tabling

List of Community Centers and Libraries: Moore Library

Community Organizations

List of Community Organizations: Salishan (Matthew), Neighborhood Council (Bucoda), Spanish Radio (Kenny), Metro Parks, Forever Green Trails

Businesses

Types of Outreach: Posters, Ballot Box at Helen's, Dion will reach out to lamhayday Studios

List of Businesses: All local restaurants and businesses

Churches

List of Churches: Michelle can reach out to Tony Martin, Salevaos will reach out to their church, Palom

Community Events

List of Events in January and February: Youth Summit (1/31, Eliza)

Homes

Organized neighborhood groups, including online: Hope Heights/Boze (Michelle), Cloverdale Park Neighbors, Stewart Heights Coalition, Nextdoor

Canvassing Plan

Date(s):

of Volunteers: Salevaos

City of Tacoma Staff Support Needed: Darian

Materials:

Notes:

Email Plan

Date(s):

Notes: Youth Commission Email (Ethan)

Kickoff Event

Date(s): February 6, 2020, 6-8PM

Notes: Eastside Community Center

Outreach, Phase Two: Voting

Schools

Types of Outreach:

List of Schools:

Community Centers/Libraries

Types of Outreach:

List of Community Centers and Libraries:

Community Organizations

Types of Outreach:

List of Community Organizations:

Businesses

Types of Outreach:

List of Businesses:

Churches

Types of Outreach:

List of Churches:

Community Events

Types of Outreach: First Creek Youth Summit (4/2)

List of Events in January and February:

Homes

Types of Outreach:

Organized neighborhood groups, including online:

Canvassing Plan

Date(s):

of Volunteers:

City of Tacoma Staff Support Needed:

Materials:

Notes:

Email Plan

Date(s):

Notes: We can email everyone who submitted an idea and everyone who signed up to learn more about the Participatory Budgeting East Tacoma Project.

Voting Event [Optional]

Date(s):

Event Name:

of Volunteers:

City of Tacoma Staff Support Needed:

Materials: I Voted PB Stickers (Kenny)

Notes: Lincoln Drumline
