



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 15956

Proposed No. 2021-0320.1

Sponsors Zahilay

1 A MOTION acknowledging receipt of the Participatory
2 Budgeting in Urban Unincorporated Areas plan, in
3 response to the 2021-2022 Biennial Budget Ordinance,
4 Ordinance 19210, Section 129, Proviso P1.

5 WHEREAS, the 2021-2022 Biennial Budget Ordinance, Ordinance 19210,
6 Section 129, Proviso P1, states that \$5,000,000 of the appropriation for "capital project
7 1139844, DLS URBAN UKC INVEST, shall not be expended or encumbered until the
8 executive transmits a plan for a community-driven decision-making process to allow for
9 an equitable allocation of resources for urban unincorporated area investments ("the
10 participatory budget process") and a motion that should acknowledge receipt of the plan
11 and a motion acknowledging receipt of the plan is passed by the council," and

12 WHEREAS, the King County executive is committed to equity and social justice
13 and becoming an antiracist government, and

14 WHEREAS, the King County executive is committed to creating and
15 implementing an equitable participatory budget process for investments in urban
16 unincorporated King County, and

17 WHEREAS, the King County executive hereby transmits to the council the
18 Participatory Budgeting in Urban Unincorporated Areas plan required in the Ordinance
19 19210, Section 129, Proviso P1;

20 NOW, THEREFORE, BE IT MOVED by the Council of King County:

Motion 15956

- 21 The council acknowledges receipt of the Participatory Budgeting in Urban
22 Unincorporated Areas plan, Attachment A to this motion.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

DocuSigned by:

Claudia Balducci

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Claudia Balducci, Chair

ATTEST:

DocuSigned by:

Melani Pedroza

8DE1BB375AD3422...

Melani Pedroza, Clerk of the Council

Attachments: A. Participatory Budgeting in Urban Unincorporated Areas

Participatory Budgeting in Urban Unincorporated Areas

August 16, 2021



King County

Contents

- II. Proviso Text..... 3
- III. Executive Summary 5
- IV. Background..... 7
- V. Report Requirements 15
 - A. A detailed description of the participatory budget process 15
 - B. Fund expenditure using the participatory budget process..... 17
 - C. A robust community engagement process..... 18
 - D. The Community Investment Committee 19
 - E. The Community Engagement Process 24
 - F. Use of OESJ tools and resources 25
 - G. Equitable distribution of investments 26
 - H. Coordination and collaboration with council district offices..... 26
- VI. Next Steps 27
- VII. Appendices 29
 - A. Pre-Launch Participatory Budgeting Workgroup Members 29
 - B. Community Investment Committee Members..... 30
 - C. King County Urban Unincorporated Community Investment Committee Information Sheet and Application 31
 - D. Recruitment Material Examples 39

II. Proviso Text

Ordinance 19210, Section 129, Capital Improvement Program, Proviso P1¹

Of this appropriation, for capital project 1139844, DLS URBAN UKC INVEST, \$5,000,000 shall not be expended or encumbered until the executive transmits a plan for a community-driven decision-making process to allow for an equitable allocation of resources for urban unincorporated area investments ("the participatory budget process") and a motion that should acknowledge receipt of the plan and a motion acknowledging receipt of the plan is passed by the council. The motion should reference the subject matter, the proviso's ordinance number, ordinance section and proviso number in both the title and body of the motion.

The plan will implement the participatory budget process to be used by the county for investments in urban unincorporated area. The plan shall include, but not be limited to, the following:

- A. A detailed description of the participatory budget process;
- B. Identification of how the revenue sources, including, but not limited to, the proceeds from marijuana excise tax revenue and bond proceeds in the unincorporated King County capital fund, will be expended using the participatory budget process;
- C. A description of how the department of local services will coordinate with and utilize the expertise of the office of equity and social justice to undertake a robust community engagement process that uses either the "county and community work together" or "community directs action" levels of engagement as outlined in the office of equity and social justice's community engagement guide for the participatory budget process;
- D. Details of the community advisory board including, but not limited to, recruitment of board members, membership makeup of the board, level of authority for the board, how the board's decisions will interface with or be coordinated with the community needs list as referenced in K.C.C. 2.16.055, how the board's decisions will be implemented and compensation for the board members to ensure optimal participation;
- E. A description of how the department of local services will conduct community engagement with the residents and businesses of the urban unincorporated area that are not represented on the community advisory board, including targeted community engagement with communities that have been historically underserved and disproportionately impacted and those communities that are expected to be positively or negatively impacted by the decisions made in the participatory budgeting process;
- F. A description of how the department of local services will use the tools and resources developed by the office of equity and social justice, including the equity impact review tool and language access capabilities, for all components of the participatory budgeting process described in subsections A. through E. of this proviso;
- G. A description of how the processes and tools used and described in subsections A. through F. of this proviso will result in an equitable distribution of investments in unincorporated King County; and
- H. A description of how the department of local services and the office of equity and social justice will coordinate and collaborate with the council district offices that represent urban unincorporated areas that may receive investments through the participatory budget process.

¹ [Ordinance 19210](#), p 90

The executive should electronically file the plan and motion required by this proviso no later than August 16, 2021, with the clerk of the council, who shall retain an electronic copy and provide an electronic copy to all councilmembers, the council chief of staff and the lead staff for the budget and fiscal management committee, or its successor.

III. Executive Summary

King County aspires to create a diverse and dynamic community, with a healthy economy and environment where all people, businesses, and organizations have the opportunity to thrive.² A County goal to achieve this vision is to align the funding, policy, and operational goals of King County government with community priorities. Participatory budgeting, which has been implemented by over 7,000 cities around the world, is one approach that can be used to achieve the goal of aligning funding with community priorities.³

Participatory budgeting (PB) is a process by which communities decide how to spend part of government's budget to meet their priorities.⁴ PB includes a community idea-generation phase, a project scoping phase, and a voting phase, but each process is customized to meet the specific PB goals decided on by a community advisory committee. PB helps deepen democracy, builds stronger communities, and helps make public budgets more equitable and effective.⁵ That is one of the many reasons this specific approach is a stated objective in King County's 2016-2022 Equity and Social Justice Strategic Plan.⁶ In the 2021-2022 King County Budget, the Executive proposed and the King County Council approved funds to implement a community-driven decision-making process to allow for an equitable allocation of resources for investments in the five largest urban unincorporated areas of the county, the urban unincorporated area participatory budgeting process.^{7,8} The funds allocated in the budget include \$10 million for capital investments in the five urban unincorporated areas of King County and \$1.35 million for those urban communities impacted by the presence of marijuana retail stores.

The Department of Local Services (Local Services), at the recommendation of the Office of Equity and Social Justice (OESJ), worked with a pre-launch PB workgroup consisting of county staff and community members to develop a Community Investment Committee. The Committee has the authority to make key decisions, including how the allocation of funds between the five urban areas will be decided and which community-generated ideas will be funded through the PB process. With technical assistance from the Participatory Budgeting Project consultants, the Committee will customize the PB process and develop a guidebook describing the PB process it will use to invest the budgeted funds in community ideas.⁹

² [King County Strategic Plan](#), Vision.

³ [What is PB? \(Participatory Budgeting Project\)](#)

⁴ Ibid.

⁵ [Why do PB? \(Participatory Budgeting Project\)](#)

⁶ [King County Equity and Social Justice Strategic Plan](#), p. 58

⁷ [2021-2022-Biennial-Budget-Book \(kingcounty.gov\)](#), p. 110

⁸ The five urban unincorporated areas are East Federal Way, East Renton, Fairwood, North Highline/White Center, and Skyway-West Hill.

⁹ The Participatory Budgeting Project is a nationally recognized non-profit consulting organization that has supported participatory budgeting processes in over 29 cities in the United States and Canada, including Chicago and New York City. [Participatory Budgeting Project](#)

This report is a status updated on the PB program. The Committee held its first meeting in early June 2021 and will be doing this work in the next few months. A detailed description of the PB process and how the funds will be expended will be available at that time although the Committee has requested timeline flexibility from community and King County.

The Community Investment Committee consists of 21 members, five each from the areas with lower median household incomes – East Federal Way, Skyway-West Hill, and North Highline/White Center – and three each from East Renton and Fairwood, which have higher median incomes.¹⁰ 78 applications were received. Applicants applied to be on the Committee after seeing or hearing about the application process from organizations in their communities, Council or Local Services announcements, or social media. The makeup of the Committee is predominantly US-born Black community members. It includes one member with disabilities and another who has lived experience of incarceration. Members were selected by panels that included three to four community members, a Council staff member, and two Local Services staff members.

OESJ is collaborating with Local Services to share its policy and technical expertise and implement the use of OESJ tools throughout the phases of the PB process to ensure that “community directs action” as outlined in OESJ’s Community Engagement Guide. These phases include designing the process, brainstorming ideas, developing project proposals for the ideas, voting on proposals that best address community priorities, funding and implementing winning projects, and evaluating the PB process and monitoring the implemented projects. A critical component in many of these phases is community engagement.

OESJ and Local Services will provide technical support to and share best practices with the Committee as it develops community engagement and communications plans to engage individuals that consistently experience marginalization and are most negatively impacted by systemic racism and other forms of oppressions. OESJ helped launch the Committee and will continue to attend Committee Co-chair and full Committee meetings to provide technical support as requested. It has and will continue to attend Local Services preparation meetings as well.

Research shows that when equity criteria are used for determining which projects are chosen for the ballot and for how funds are distributed across areas, PB redirects spending to low-income communities.¹¹ Local Services and OESJ will support the Committee in developing equity criteria to evaluate the projects for possible funding and will encourage the Committee to follow best practices.

Throughout this community-led process, Local Services will continue to update Council district offices as key decisions are made by the Committee. This will include the Committee’s timeline, PB rules, and community engagement plans. Councilmembers, as elected representatives of their districts, have an understanding of their district priorities, and as such, their perspectives and engagement in the process are welcome. Councilmembers or council district staff may be asked by the Committee to participate in

¹⁰ Median income: East Federal Way - \$74,460; East Renton - \$103,635; Fairwood - \$92,845, North Highline - \$47,220; Skyway-West Hill - \$68,050. Calculations by Local Services, source data from U.S. Census Bureau, American Community Survey 5-year estimates 2013-2017.

¹¹ Link to [Impacts of Participatory Budgeting on Civil Society & Political Participation \(People Powered\)](#)

Committee meetings or subcommittee meetings for individual urban areas and to play a strong role during the phases that require extensive community engagement.

The urban unincorporated area PB program is still in the first PB process phase: the design phase. Many of the process details requested by this proviso, such as engagement strategies, minimum age of community member participants, and other PB decisions, have not yet been developed or made by the Committee. The proviso report thus provides generic PB information and the Committee’s proposed, but still tentative, workplan so that Council and community can understand how the PB process will be developed and when this community-led process will take place. The Committee plans to commit all funds at their disposal to winning community projects by the time the 2023-2024 proposed biennial budget is transmitted to the Council in the fall of 2022. The funds are unlikely to be completely spent by the end of 2022 because capital projects, depending on their size and complexity, may take several years to complete, especially if land needs to be purchased.

IV. Background

Department Overview

King County is the local service provider for the estimated 247,000 people who live in the unincorporated areas of King County.¹² The Department of Local Services (Local Services), created in 2018 by Ordinance 18791, is dedicated to improving local services for unincorporated areas by improving coordination and collaboration between County agencies, communities, and other entities.¹³

- The mission of Local Services is to promote the well-being of residents and communities in unincorporated King County by seeking to understand their needs and delivering responsive local government services.
- Local Services provides infrastructure and land use planning services; land use, building, and fire regulatory and operating permits; code enforcement; and a limited number of business licenses in unincorporated areas of the county through its Permitting Division.
- Local Services is responsible for all County-owned roads, bridges, and related infrastructure in the unincorporated areas of King County through its Road Services Division.

Key Context

Community Service Areas

In 2010, the King County Council sought a new approach for engaging with residents in unincorporated areas because the Unincorporated Area Council framework was not adequately engaging community members.^{14,15} In response to a King County Council proviso to reevaluate the Unincorporated Area Councils, the Executive proposed a new framework for unincorporated areas, creating a “robust public

¹² [Statistical Profile on Unincorporated King County, 2018](#)

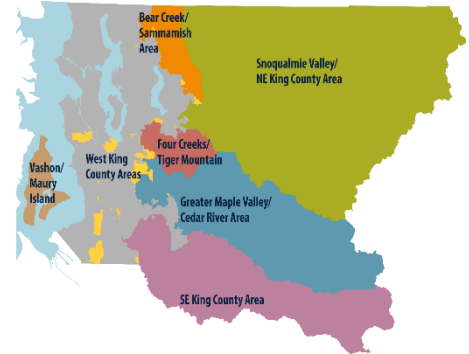
¹³ [Ordinance 18791](#), p. 25

¹⁴ [17-18 UKC Budget \(King County Performance Strategy and Budget\)](#), p. 13

¹⁵ Unincorporated Area Councils were established by Executive Order PRE 7-1 (AEO) in 1994 as part of the Citizen Participation Initiative to provide a venue for ongoing communication between unincorporated area residents and King County. The Citizenship Participation Initiative was repealed by [Executive Order in 2012](#).

engagement program that informs, involves, and empowers people and communities” .^{16,17} In 2011, with guidance from the County’s 2010-2014 Strategic Plan, the County created the Community Service Area (CSA) Program to promote public engagement and delineated seven Community Service Areas (CSAs) to represent all unincorporated residents and communities:

1. Bear Creek/Sammamish
2. Snoqualmie Valley/Northeast King County
3. Four Creeks/Tiger Mountain
4. Greater Maple Valley/Cedar River
5. Southeast King County
6. West King County (West King County includes the five largest potential annexation areas (PAAs): East Federal Way, East Renton, Fairwood, North Highline/White Center and Skyway-West Hill.)
7. Vashon/Maury Island¹⁸



The CSA Program also includes annual town hall meetings, which provide community members an opportunity to meet with County leadership and discuss community issues, and an annual CSA grant program, which provides matching grants to support small community-initiated projects. The CSA Program also includes a primary point of contact in the Executive Branch who functions as a liaison, responding to concerns of residents and businesses in each CSA. The CSA Liaison attends community meetings and works with CSA residents and organizations to identify and resolve ongoing issues.

Community Needs Lists

In 2020, Local Services became responsible for developing and implementing Community Needs Lists for each of the Community Service Areas in unincorporated King County and the five largest potential annexation areas in the West King County CSA when Council passed Ordinance 19146.¹⁹ The Community Needs List for each CSA and PAA is a list of services, programs, facilities, and capital improvements that are identified by the community and are implementable by King County. The Community Needs Lists are used by the Executive Branch to develop proposals for the Executive’s next biennial budget.

Ordinance 19146 describes, in detail, the process to be used to develop Community Needs Lists.²⁰ Local Services first compiles an initial catalog, the Catalog of Requests (CR), that identifies all community requests for potential services, programs, and improvements. The CR is then reviewed to decide if each item should be advanced to the Community Needs List based on:

- review by Local Services regarding whether it strengthens the community’s vision and is considered County work.

¹⁶ [Ordinance 16984, Section 19, Office of Performance, Strategy, and Budget, Proviso P5](#), p. 13

¹⁷ [Report to the King County Council, Unincorporated Area Councils \(Department of Local Services\)](#), p. 15

¹⁸ [2010-2014 King County Strategic Plan \(King County Executive Office\)](#), p.12

¹⁹ [Ordinance 19146](#), p. 15

²⁰ [Ordinance 19146](#), p. 15-18

- review by County agencies regarding consistency with other County plans, feasibility, budget constraints, etc.

Participatory Budgeting

Participatory budgeting (PB) is a process in which community members decide how to spend part of a local government's budget to address the needs and priorities of their communities. The local government then invests that budget in the community at the community's direction. This process helps deepen community engagement with government, builds stronger communities, and helps make public budgets more equitable and effective.²¹

PB started in Porto Alegre, Brazil in 1989 and has spread to more than 2,700 governments since.²² It is being used in cities in the United States as varied as New York City, Chicago, Vallejo, and Durham.^{23, 24, 25, 26} PB is a well-documented and well-researched process.^{27, 28, 29, 30} PB programs build momentum over time when government funds them at higher levels. Not all PB programs are successful, generally due to lack of funding and lack of adequate government leadership support and staffing.³¹ PB is more sustainable when community participants understand its benefits, when legislation requiring PB is sufficiently flexible so that the process can evolve to meet changing conditions, and when the involved parties see that it serves their interests.³²

PB research shows that community engagement in the process leads to more voter turnout, increased connection to government, increased participation in community-based organizations, and the creation of new community-based organizations.³³ The process builds a better understanding of government by increasing transparency in public spending and the legitimacy of public decisions.³⁴

In the past, PB was often initiated by a single elected official who has heard about the process from other public officials and has access to discretionary funds. In 2014-2015, 70 percent of PB initiatives in the US and Canada were funded with discretionary capital funds.³⁵ The remainder were funded from capital budgets, general funds, PB taxes, or sales taxes.

²¹ [Why do PB? \(Participatory Budgeting Project\)](#)

²² [Porto Alegre: Participatory Budgeting and the Challenge of Sustaining Transformative Change \(World Resources Institute\)](#)

²³ [About PBNYC - Participatory Budgeting](#) (New York City Council)

²⁴ [PB Chicago - Home \(pbchicago.org\)](#)

²⁵ [Participatory Budgeting \(City of Vallejo\)](#)

²⁶ [PB Durham \(pbdurham.org\)](#)

²⁷ [Participatory Budgeting: Could It Diminish Health Disparities in the United States? \(springer.com\)](#)

²⁸ [25 Years of Participatory Budgeting Worldwide \(Academia.edu\)](#)

²⁹ [Engaging Citizens: Participatory Budgeting \(Harvard Kennedy School\)](#)

³⁰ [Global Hub for Participatory Democracy: PB Research \(People Powered\)](#)

³¹ [Impacts of Participatory Budgeting on Civil Society & Political Participation \(People Powered\)](#), p. 2-3

³² [72 Frequently Asked Questions about Participatory Budgeting \(unhabitat.org\)](#), p. 85

³³ [Impacts of Participatory Budgeting on Civil Society & Political Participation \(People Powered\)](#), p. 3

³⁴ *ibid*

³⁵ [Public Spending, By The People: Participatory Budgeting In The United States And Canada In 2014 – 15 \(Publicagenda.org\)](#), p. 20

King County Adopted 2021-2022 Budget Investments in Participatory Budgeting

In the 2021-2022 Adopted Budget, the King County Council directed Local Services to develop a community-centered advisory board to support a new PB effort in the County's five largest urban unincorporated areas.^{36, 37}

The five largest urban unincorporated areas are:

- East Federal Way
- East Renton
- Fairwood
- North Highline/White Center
- Skyway-West Hill

The King County Council designated \$11.3 million for investment, through the PB process that is the subject of this report, as follows:

- One-time investment of \$10 million for capital projects in all five areas³⁸ to be equitably invested amongst the five urban areas in the PB program. These capital funds can be used for anything that needs to be built or replaced, such as buildings, sidewalks, bike lanes, landscaping, community kitchens, school computers, signs, technology infrastructure, and play structures.
- \$1.3 million for services or programs in Skyway-West Hill and North Highline.³⁹ This funding can be used for almost anything, such as early childhood development programs, after-school programs, job training, building maintenance, food, art supplies, and capital investments such as those mentioned above.

As described in the subsequent sections, King County will invest these funds as directed by these five communities through the PB process.

A community-centered advisory board, currently known as the Community Investment Committee (Committee), will implement a budgeting process centered on equity and community voices. The process will build on community strengths and address community-identified priorities. The Committee will design the participatory budgeting process, ensuring that these communities have control over how this money is spent and that it is used to fund projects that provide the most community benefit.

³⁶ [2021-2022-Biennial-Budget-Book.ashx \(kingcounty.gov\)](#) , p 76

³⁷ [RCW 36.70A.030 Definitions](#) An urban unincorporated area is an urban growth area within a county's limits and outside of any city limits. Urban unincorporated areas are candidates for annexation, also known as Potential Annexation Areas.

³⁸ [2021-2022-Biennial-Budget-Book.ashx \(kingcounty.gov\)](#), 1139844 DLS Urban UKC Invest, p. 440

³⁹ [2021-2022-Biennial-Budget-Book.ashx \(kingcounty.gov\)](#), (DS_003), p. 200

Local Services will collaborate with the Office of Equity and Social Justice (OESJ), council district offices, community-based organizations, and local community leaders to implement PB with the Committee and encourage extensive community engagement throughout the process.

Local Services and the OESJ are partnering on all phases of the PB process to support the Committee, from initial launch to PB process development, to implementation, and finally process evaluation and project monitoring, in order to ensure that the process is centered on equity. When PB processes promote social inclusion and equity, participation by poor and marginalized communities increases.⁴⁰

Council involvement is critical to encourage community engagement and to support the continuation of the PB process. PB processes with larger year-over-year per capita budgets increase PB voter turnout.⁴¹ PB can lead to increased political participation and a stronger civil society.⁴² Engaging community-based organization and local leaders is also important for increasing community member participation in the PB process. Lower-income and people of color are more likely to hear about PB from community-based organizations than higher-income or white people.⁴³

Report Methodology

This report was developed by the Department of Local Services and the Office of Equity and Social Justice. It relies on publicly available information about participatory budgeting and reports on the work done to implement PB from January through July 2021. As described below, this report is informed by the work of the pre-launch PB workgroup, meetings with Community Investment Committee, and materials proposed by Local Services and OESJ staff and presented in the Community Investment Committee meetings.

Timeline for Completion

This document provides a status update on the PB program. Most of the PB details have yet to be decided on by the Committee, so this response reports on the detail that is available and makes clear where decisions have not yet been made.

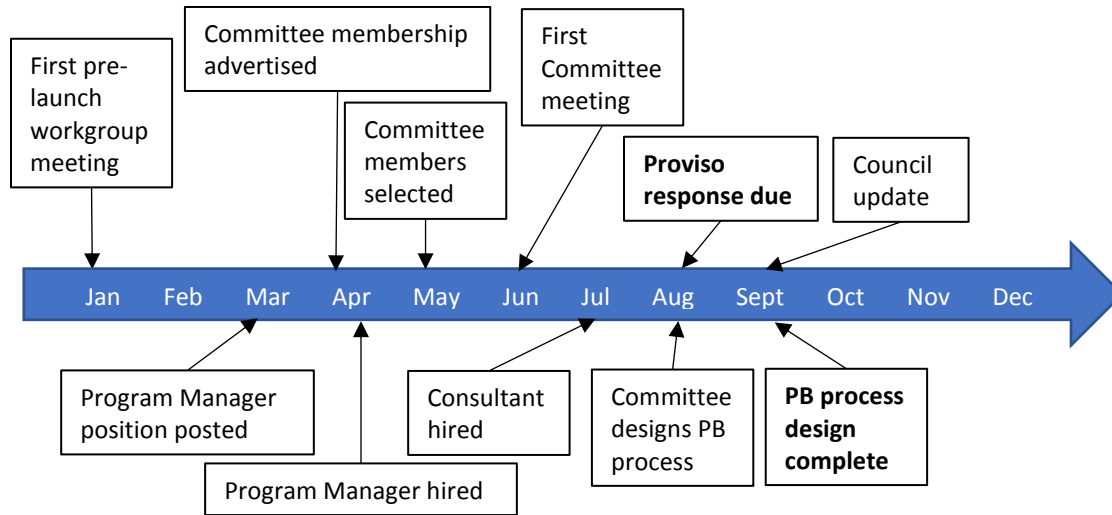
⁴⁰ [Impacts of Participatory Budgeting on Civil Society & Political Participation \(People Powered\)](#), p. 3

⁴¹ Ibid, p. 1

⁴² Ibid, p. 1

⁴³ Ibid, p. 4

Figure 1. Timeline for Completion of PB Process Design



Once the King County Budget was approved by Council, at the end of 2020, Local Services staff members met internally and with OESJ to discuss next steps. In January 2021, a pre-launch PB workgroup, described below, started meeting to help guide Local Services in the formation of a PB program. This group met for discussions for eight hours over a period of three months. In early March, Local Services posted the position for a Program/Project Manager III to implement the PB program for Local Services. Gloria Briggs was hired to lead the PB program and started at the end of April 2021. Ms. Briggs was interviewed and hired by panels that included community members, OESJ staff, Council staff, and Local Services staff. In April, Local Services initiated the application process for the Community Investment Committee (described in detail in later sections) and members met for the first time in early June.

The Committee has been working since early June to develop trust and is, at the time of the writing of this report, developing the details of the PB process for King County. The Committee's work being guided by the Participatory Budgeting Project, a non-profit consulting organization that focuses exclusively on helping governments implement PB across the Country, to develop the guidebook by which the Committee will implement PB.⁴⁴ The guidebook will contain PB process details that are unique to each program. The Participatory Budgeting Project was selected in mid-July after responding to a procurement process for a consultant. This includes, for example, defining program goals, age of voters, criteria for project selection, number of projects to place on a ballot, percent of funds to hold back for contingencies, etc. This work is tentatively expected to be completed by the end of August, after the deadline for this proviso response has passed.

Pre-launch Participatory Budgeting Workgroup

Before launching the program, Local Services reached out to OESJ for guidance. Upon OESJ's recommendation, Local Services formed a pre-launch PB workgroup consisting of King County Executive Branch and Council staff and community members from the three largest urban areas in the program:

⁴⁴ [Participatory Budgeting Project](#)

Skyway-West Hill, North Highline/White Center, and East Federal Way. Executive Branch members were recommended by OESJ because they are leaders in promoting racial equity or had experience with participatory budgeting. Council staff represented those districts with large urban unincorporated areas and included the Council's Equity and Social Justice Coordinator. Community members were selected by Local Services because they are strong voices for their communities. See Appendix A for a list of the County and community members on the workgroup.

Local Services met with the community members to set the agenda before each meeting. Community voices were intentionally elevated during the workgroup meetings, often leading the discussion and raising areas for consideration. Community member decisions were final. Executive Branch and Council staff provided thoughts for consideration based on their expertise. Local Services and OESJ staff took on a technical support and facilitation role

The workgroup made recommendations for committee size, number of members for each area, committee member application and materials, and member evaluation criteria. The workgroup also reviewed equity resources consisting of multiple indices developed jointly by OESJ and Local Services to support the Committee as they develop their methodology for equitable allocation of the \$10 million for capital projects. The workgroup recommended that the full range of indices be presented to the Committee as input material to help it deliberate on and decide how to equitably invest the capital funds amongst the five urban areas in the PB program. The workgroup also recommended that the Committee request additional information and indices, as desired.

Community Investment Committee

The Community Investment Committee is described in detail below in Section B. The Committee will develop and implement the PB process for urban unincorporated King County. The Committee was selected by area-specific panels comprised of community members, Council staff, and Local Services staff. There are 21 community members in total on the Committee. See Appendix B for the list of members for each area.

The Committee is currently meeting almost weekly and has tentatively scheduled workshops to develop the process details by the end of August. Local Services and OESJ are engaged with the Committee, providing policy, technical, and administrative support for Committee meetings. Council and community members are welcome to contact Local Services or the Committee for updates. Local Services will also work with Councilmembers and their staff to provide updates as details are developed by the Committee.

The Committee met for the first time on June 5, 2021. Since then, members have gotten to know each other, developed Committee norms and the Committee decision-making process, decided to post Zoom meeting access information on the Local Services website, and decided to record the meetings for internal use. The Committee has also selected co-chairs, one from each of the five urban areas, to help set agendas, facilitate meetings, and eventually lead the area subcommittees. The members are working to build trust with each other and King County staff, understand the County's rationale for funding PB, and understand the link between the funding streams and the County's budget.

The Committee’s next steps are detailed in the Section A below.

V. Report Requirements

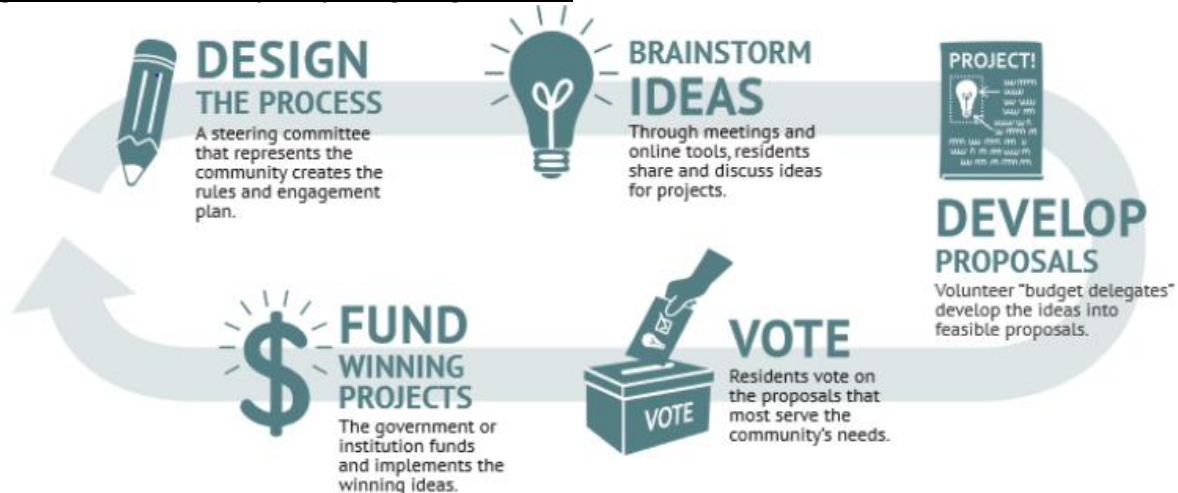
The participatory budgeting process for the five urban areas of unincorporated King County will be developed by the Community Investment Committee. The Committee recently started meeting in early June 2021 and has not yet defined the PB process nor developed the community engagement plans needed to run a PB process. In honoring this community-led process, Local Services with the help of the OESJ is responding to the proviso requirements with the information available at the time this report was written. Out of respect for the Committee and this community-driven process, no assumptions have been made about how the Committee will decide to implement process details.

The information provided in this document in response to the specific proviso requirements relies on Committee work to date. As stated above, this document provides a status report on the development of elements of PB rather than the detailed information requested.

A. A detailed description of the participatory budget process

“Participatory budgeting (PB) is a democratic process in which community members decide how to spend part of a public budget.”⁴⁵ PB is a community-led process that typically takes place over the course of a year and is integrated with a public budget cycle.⁴⁶

Figure A.1. Basic Participatory Budgeting Phases⁴⁷



King County’ Community Investment Committee for PB in the urban areas serves as the steering committee in the design phase of Figure A.1. The draft timeline in Figure A.2, which commits the funds

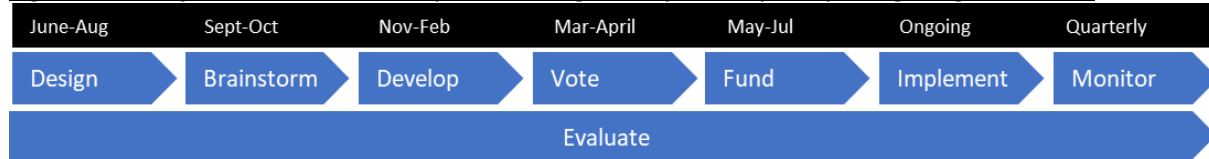
⁴⁵ [What is PB? - Participatory Budgeting Project](#)

⁴⁶

⁴⁷ [What is PB? - Participatory Budgeting Project](#)

for the PB program to specific community investments, was presented to the Committee at their meeting on July 10, 2021. The Committee tentatively accepted the timeline after some discussion.

Figure A.2. Projected Urban Unincorporated King County Participatory Budgeting Timeline⁴⁸



During the meeting, the Committee was also presented with an early draft of a workplan. Members agreed with the general timeline, as stated above, and expressed a need for flexibility to adjust the timeline if phases or tasks take more time, particularly given that this is new work for community and the County. The workplan is still under review and consideration by the Committee as its members continue to build knowledge about PB, its potential processes, and the overall work and approach required. Since the Committee will be developing the process and rules for participatory budgeting, with guidance from the Participatory Budgeting Project⁴⁹, the details of the process are not yet available.

Proposed Committee Workplan

June-August 2021: Design the process

<ul style="list-style-type: none"> ✓ Teambuilding, developing committee norms ✓ Decide committee structure ✓ Select co-chairs 	Completed tasks
<ul style="list-style-type: none"> • Building trust • Develop an understanding of PB, Community Needs List, and the King County biennial budget development process • Develop a common understanding of equity in King County and OESJ tools 	Tasks in progress
<ul style="list-style-type: none"> • Develop an understanding of best practices learned from PB efforts around the world • Finalize program name • Develop program goals • Allocate funds to each area • Develop guidebook, including participant eligibility and project size criteria • Incorporate the catalog of community requests into process • Develop PB process evaluation plan • Develop idea collection plan with timeline • Develop idea communications and engagement plan 	Tasks not started

⁴⁸ This is a project timeline because the Community Investment Committee may need more time to design and implement the participatory program in urban unincorporated King County.

⁴⁹ The Participatory Budgeting Project (PBP) is consulting with Local Services and the Community Investment Committee to develop the guidebook by which PB will be implemented in the urban unincorporated areas. PBP is a nationally recognized non-profit that provides technical assistance to governments that are implementing PB.

<p>September-October 2021: Brainstorm ideas</p> <ul style="list-style-type: none"> • Facilitation training • Facilitate/host idea collection events • Develop volunteer recruitment plan • Recruit budget delegates • Develop project development template • Develop project selection plan for proposal development <p>November 2021-February 2022: Develop project proposals</p> <ul style="list-style-type: none"> • Hold budget delegate information sessions • Assess projects based on program goals and project size • Host delegate assemblies • Select ideas for project development • Match delegates with county project development staff • Develop project plans and implementation metrics • Pare down project list for vote if needed • Develop project evaluation plan • Develop voting plan with timeline • Develop voting communications and engagement plan <p>March-April 2022: Vote</p> <ul style="list-style-type: none"> • Hold voting events • Determine winning projects • Announce winning projects <p>May-July 2022: Fund and implement projects</p> <ul style="list-style-type: none"> • If not King County work <ul style="list-style-type: none"> ○ Develop RFP from the project plans ○ Evaluate bids ○ Select winning bids • If King County work, departments/agencies prioritize and implement • Develop project evaluation/monitoring plan <p>Quarterly: Monitor project implementation</p> <ul style="list-style-type: none"> • Monitor implementation timelines and costs • Monitor project impact and metrics, as established in the project proposals <p>Ongoing: Evaluate the process</p>	<p>Tasks not started, cont.</p>
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B. Fund expenditure using the participatory budget process

Proceeds from the marijuana excise tax revenue and bond proceeds in the unincorporated King County capital fund will be expended at the direction of the Community Investment Committee and according to the PB process rules developed by the Committee. Details regarding the rules of the PB process have not yet been determined or finalized by the Committee. The Committee will also determine the

allocation method by which the capital funds will be invested amongst the five urban areas. This work is planned for completion in August.

C. A robust community engagement process

OESJ and “Racism is a Public Health Crisis” Community engagement is critical for participatory budgeting and is required in all phases of the process. A PB process requires community engagement at the "community directs action" level of engagement as outlined in OESJ’s Community Engagement Guide (Continuum).⁵⁰ Figure C.1 describes the two highest levels of engagement.

Figure C.1. The two highest levels of engagement in the Community Engagement Continuum

Levels of Engagement	
<p>County and community work together</p> <p>Community and King County share in decision-making to co-create solutions together</p>	<p>Community directs action</p> <p>Community initiates and directs strategy and action with participation and technical assistance from King County</p>
Characteristics of Engagement	
<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems
Strategies	
<p>Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony</p>	<p>Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony</p>

Local Services will continue to work in partnership with OESJ, coordinating with and leveraging OESJ’s expertise to ensure that the PB program continues to use the “community directs action” level of engagement. The

- **Level of Engagement:** The Community Investment Committee of 21 community members is directing the strategy and action of this program by developing the PB process that it will implement in the urban areas of unincorporated King County. Local Services and OESJ are providing technical assistance and support. This aligns with the “community directs action” level on the Continuum.
- **Characteristic of Engagement:** The Committee is meeting several times a month to develop the PB process, which will run from September 2021 through April 2022, which aligns with the

⁵⁰Link to [CommunityEngagementGuideContinuum2011.ashx \(kingcounty.gov\)](https://www.kingcounty.gov/~/media/2011/08/CommunityEngagementGuideContinuum2011.ashx), King County Executive Equity & Social Justice:-

medium to long-term timeline specified in the Continuum. The outcome of the process is that King County will invest in the projects selected by the five urban area communities.

- **Strategies:** This engagement process will use the Continuum strategies of community-hosted forums and collaborative partnerships with Councilmembers and community-based organizations. Strong advocacy by community is a central component of a strong PB process. Ultimately, the Committee, with engagement from the communities in each urban area, will direct the investments of the \$10M.

By introducing OESJ tools to the Committee, as described in Section F, and additional tools and resources as requested by the Committee, Local Services and OESJ will support the Committee in developing a robust community engagement plan for each phase of the PB process.

D. The Community Investment Committee

The pre-launch PB workgroup made recommendations about the size of the Committee, the number of members to represent each urban area, tenure, and membership eligibility. The Committee has 21 members, five each for areas with the lowest median income, East Federal Way, Skyway-West Hill, and White Center/North Highline, and three each for the two areas with the higher median incomes, Fairwood and East Renton.⁵¹ See Appendix B for a list of members. The workgroup recommended a two-year tenure. Membership was open to all members of the public who live, work, volunteer, attend school, play, and/or worship in the communities they seek to represent.

The pre-launch PB workgroup also developed the member application materials: the information sheet and application questions which are attached in Appendix C. The information available to the community during the application process is also available on the Local Services website.⁵²

The Community Investment Committee is developing and will lead a participatory budgeting process in each of the five communities that are part of the PB program. Members will decide how the PB process will be implemented in the five urban areas and act as ambassadors to their communities by leading community engagement efforts, recruiting participants, and leading project development in each of their respective urban areas.

Committee members are expected to attend two to four committee meetings, for a total of four to eight meeting hours, per month. The first membership term will last through December 2022. Members are compensated for their time. See the section on compensation below for a more detailed discussion of Committee compensation. King County staff members will provide support to committee members for all meetings.

⁵¹ Median income: East Federal Way - \$74,460; East Renton - \$103,635; Fairwood - \$92,845, North Highline - \$47,220; Skyway-West Hill - \$68,050. Calculations by Local Services, source data from U.S. Census Bureau, American Community Survey 5-year estimates 2013-2017.

⁵² Link to [Participatory Budgeting](#) (Dept. of Local Services, Urban Choices)

The committee will focus on:

- 1) **Equity:** Create a process that uses authentic community engagement to reach those who are farthest away from traditional power, resources, and opportunities. Create and participate in those outreach efforts throughout all implementation phases (idea brainstorming, project development, and voting). When choosing projects, consider investments that address the greatest community needs.
- 2) **Access:** Allow all community members to participate in the process. Provide language interpretation and translation and accessibility accommodations for meetings. Engage the community in ways that meet the needs of people of different ages and with different amounts of education.
- 3) **Accountability:** Develop ways to measure how the committee is actively engaging people who have not been involved in past government or budget processes. Inform and engage residents of each community about the process, timelines, and project identification, submittal, and selection.
- 4) **Prioritization and cost estimation:** Validate each area's catalog of community requests (a list of needs created using community input and discussions). Decide how to integrate the catalog of community requests into the PB process and the idea generation/brainstorming phase. Prioritize projects and evaluate cost estimates for the projects that will be considered by the community for investment.

Committee Recruitment

King County staff members took steps to recruit an applicant pool that would be reflective of the diversity of the five different communities, including black, indigenous people, people of color, and people who identify as lesbian, gay, bisexual, transgender, queer or questioning, intersex, and asexual (LGQBTIA), youths, seniors, immigrants, refugees, and those who have low incomes or disabilities.

The application and information sheet were translated into 10 languages at the direction of OESJ: Amharic, Arabic, Chinese, Japanese, Khmer, Korean, Russian, Somali, Spanish, and Vietnamese. Local Services also worked with OESJ to reach out to various community organizations.

An application announcement was sent out to the Unincorporated Area News delivery listserv of over 6,000 people on March 26, 2021. Application information, including the flyer, was shared with Council staff for the five urban areas, the Immigrant and Refugee Commissioners, as well as the COVID-19 Immigrant and Refugee Advisory Group members.

In addition, Local Services posted information on the Local Services website on April 3, 2021, the Local Services Blog on April 6, 2021, and on social media including Facebook and Instagram on that same day.^{53, 54, 55} Examples of these posts and the flyer are attached in Appendix D. Urban area Councilmembers included an announcement in their newsletters during this same time period.

⁵³ [Urban Unincorporated Community Investment Committee - King County](#), Department of Local Services

⁵⁴ [King County Local Services Blog](#)

⁵⁵ [King County Local Services - Roads, Permitting, Community Service Areas - Posts | Facebook](#)

The application, information sheet, and flyer were distributed to the community organizations and homeowners’ associations (HOAs) in Table D.1 via email. In addition, 500 copies of the flyer were placed in community locations including libraries and coffee shops.

Table D.1 Organizations that received Committee recruitment material

African Community Housing & Development	NAACP
Africatown	North Highline Unincorporated Area Council
Build to Lead	Refugee Women’s Alliance
Coalition for Drug-Free Youth WC	Renton School District
Colorful Communities	Renton Innovation Zone
Community Alliance to Reach Out and Engage	School's Out Washington
Congolese Integration Network	Seattle Word of God - Church
Eritrean Community Center	Skyway Coalition
Fairwood Greens Homeowner Association	Teenagers Plus
Four Creeks Unincorporated Area Council	Ukrainian Community Center
Greater Gospel Temple Church of God & Christ	Urban Family
Highland Neighbors	Urban League of Seattle
Integrity Life Church	Washington Community Action Network
Inclusive Data Solutions	Water District 90
Kandelia	WeApp
King County Equity Now	West Hill Community Development Assoc.
Lake Desire Community Club	White Center Community Development Assoc.
Lake Kathleen Residents	White Center Food Bank
Maple Hills Homeowner Association	Woodside Homeowner Association
Multicultural Community Coalition	

Local Services received 72 applications and 12 video applications (six new applications and six supplemental applications) for a total of 78 applications for Committee membership. Applications were divided into groups by urban area (East Federal Way, East Renton, Fairwood, Skyway-West Hill, and North Highline/White Center) and were reviewed by a selection panel from the corresponding area. Each panel included three to four community members from that area, Council staff, and two members from Local Services. In response to concerns from the Skyway selection panel, the application was extended to accept video applications and to encourage more youth to apply, generating the six new video applications mentioned above.

Committee Membership

The Committee membership identified as 24 percent male and 76 percent female. The Committee members’ ages range from 22 to 72 years old. The average age at time of application was 43.6 years and the median age was 42 years. One member abstained from giving their age. Table D.1 shows that the Committee consists of members of diverse races and ethnicities.

Table D1. Membership Makeup

Black*	10	48%
Latinx	3	14%
White	3	14%
Eritrean	2	10%
Cambodian	1	5%
Egyptian	1	5%
Multi-racial	1	5%
Total	21	100%

*90 percent of the Black committee members are US-born.

The Committee also includes one member with disabilities and one member who has lived experience of incarceration.

Committee Level of authority

The Community Investment Committee has full authority to make all the decisions regarding the participatory budgeting process, including the allocation of bond-backed funds to each urban area and the final investments made in each urban area.

In Table D.2, additional process decisions are listed with Committee and King County roles for each.

- Propose: Develops and presents plan or recommendation for consideration
- Advise: Offers counsel or recommends particular course of action; does not include final decision-making power
- Approve: Consents to or disapproves proposed course of action

Table D.2. Key participatory budgeting decisions – subject to change

Key Decisions	Community Investment Committee	King County
Process timeline	Propose/ Approve	Propose/Advise
Process goals & measures of success	Propose/ Approve	Propose/Advise
Operating budget	Propose/ Approve	Propose/Advise
Funding allocation to each urban area	Propose/ Approve	Propose/Advise
Process governance structure	Propose/ Approve	Propose/Advise
Incorporation of the catalog of community requests	Propose/ Approve	Propose/Advise
Participant eligibility criteria (voters, delegates)	Propose/ Approve	
Participant eligibility authentication process	Propose/ Approve	Propose/Advise
Community engagement plans and technology	Propose/ Approve	Propose/Advise
Communications plans and technology	Propose/ Approve	Propose/Advise
Volunteer recruitment plan	Propose/ Approve	Propose/Advise
Idea submittal plan and technology	Propose/ Approve	Propose/Advise
Voting plan and technology	Propose/ Approve	Propose/Advise

Program goals & measures of success	Propose/ Approve	Propose/Advise
Project bid evaluation	Propose/ Approve	Propose/Advise
Process evaluation plan	Propose/Advise	Propose/ Approve
Project evaluation plan	Propose/Advise	Propose/ Approve

Because County staff act as technical and administrative support to the Committee, the County will, at the Committee's direction and for the Committee's consideration, likely develop and present many of the plans required for PB. The Committee is also able to develop and present plans and/or request that the County develop alternatives. King County will steward the process and project evaluation plans because it is ultimately accountable for the use of public funds. Note that the elements cited in Table D.2 may change at the Committee's discretion.

Interface with Community Needs Lists

The Committee has not yet discussed how the Community Needs Lists will interface with or be coordinated with the participatory budgeting process; however, the two bodies of work (Community Needs List and PB) will need to be closely linked.

One of the benefits of PB is that it will, through the brainstorming phase, elicit ideas from the community about what it needs. Some of the items on the initial catalogs of requests, whether or not they have been advanced to the Community Needs Lists, will likely be brought forth by community members again. Not all of the community's ideas will be funded. In Chicago, out of hundreds of ideas, 36 feasible ideas made it onto the ballot and 14 were ultimately funded.⁵⁶ Those ideas not funded will be added to the catalog of community requests, as the catalog of community requests is intended to compile all community needs for services, programs, and facilities for each area.⁵⁷ Items in the catalog will be incorporated into the next PB cycle. Ideas that are the responsibility of the Executive branch to implement will be added to the Community Needs List and will feed into the next biennial budget cycle. How and where the Community Needs List is incorporated into the next PB cycle will be decided by the Committee.

Decision implementation

Local Services will support the Committee in implementing the decisions it makes. King County's role as technical support to the Committee includes project management and administration, in addition to education, facilitation, cost calculation, and determinations regarding legal use of funds. Local Services will either work with other County departments to implement the projects awarded funds through the PB process, or, if they are outside the scope of County work, will help the Committee build requests for proposals and evaluate bids for projects. Local Services will support the Committee by helping to effectively navigate government systems, such as procurement, in order to implement the project funding awards made by the Committee.

Compensation

The initial budget allocation included compensation for the Community Investment Committee at \$50 per hour for official committee meetings and insufficient funds for other operating expenses. However,

⁵⁶ Link to [Participatory Budgeting, Next Generation Democracy \(Participatory Budgeting Project\)](#), p.13

⁵⁷ Ordinance 19146, p. 22

the King County Equity Cabinet is compensated at \$75 per hour and, in the name of fairness, the Committee has requested that they also be compensated at \$75 per hour.

An updated PB operating budget that includes the \$75/hour Committee compensation rate will be included in an upcoming proposed budget supplemental ordinance sent to the Council. The Committee is reviewing the draft budget, which includes the higher compensation rate, and will recommend it for submittal. If the updated budget is ultimately approved by Council, Local Services will retroactively pay the difference between \$75 per hour and \$50 per hour compensated to-date and will compensate the committee at the rate of \$75 per hour going forward. If not approved, then the Committee members will determine whether they wish to continue in the role or will decide how to re-allocate the existing budget amongst the various operating expenses (e.g. member compensation, translation, interpretation, printing, advertising, website development, etc.).

E. The Community Engagement Process

It is expected that the Committee leading the development of the participatory budgeting process will establish a subcommittee focusing on community engagement and outreach. That subcommittee has not yet been formed.

Local Services will work with the OESJ to identify and propose best practices on community engagement activities and strategies to the subcommittee (or the full Committee if it decides that a subcommittee is unnecessary). Best practices will focus on reaching residents and businesses that are not represented on the Committee, that consistently experience marginalization and have the greatest needs, or that are expected to be positively or negatively impacted by the Committee's decisions. Local Services will share census information, best practices developed by OESJ and other participatory budgeting programs, the equity impact review process, and the community engagement continuum with the subcommittee.

Some best practices include guidance on:

- Offering translation and interpretation
- Providing information in locations that community members frequent (e.g. schools, places of worship, grocery stores, library etc.)
- Reaching community members through trusted community-based organizations⁵⁸
- Conducting person-to-person outreach⁵⁹
- Providing or mailing cards to collect ideas, in addition to having in-person idea brainstorming meetings⁶⁰
- Targeting informational workshops to the most active community leaders

The community engagement subcommittee will ultimately identify and propose a community engagement plan for the Committee's consideration. Subcommittee members will present the community engagement plan to the full committee, which will finalize, approve, and implement the plan with community-based organizations, volunteers, Council staff, Local Services, OESJ, and other relevant participants. The five urban areas vary in population size, languages spoken, race, and economic

⁵⁸ Link to [Impacts of Participatory Budgeting on Civil Society & Political Participation — People Powered](#), p. 3

⁵⁹ [Public Spending By The People \(Public Agenda\)](#), p. 17

⁶⁰ Ibid p. 24

resources. Each urban area subcommittee will need to tailor the plan to best reach its own communities.

F. Use of OESJ tools and resources

In order to determine how the OESJ tools will be used for all components of the PB process, the Committee needs to become familiar with and develop a strong understanding of those tools. This is a task in the first phase of the Committee’s workplan. Amongst the tools that OESJ will introduce to the Committee are:

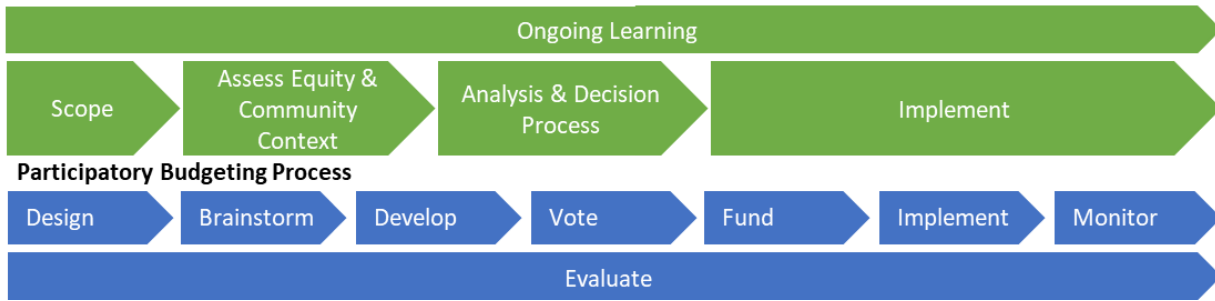
- **Determinants of Equity** – These are the 14 community factors that King County has identified that every person needs to thrive.⁶¹ An understanding of the determinants of equity will help the Committee describe its goals for the PB program and how potential projects might be evaluated.
- **Equity Impact Review Process** – This resource includes a process and checklist to ensure that whatever is being developed is guided by community priorities and informed by current equity conditions. PB development follows this review process at every step. By definition, it is guided by community priorities. The phases in the Committee work program align closely with the five phases of the Equity Impact Review⁶² process as shown in Figure F.1.

Figure F.1. Equity Impact Review alignment with the participatory budgeting process

⁶¹The 14 determinants of equity identified in [Ordinance 16948](#) in 2010 and the County’s 2015 [Determinants of Equity](#) report include the following: access to affordable, healthy local food; access to health and human services; access to parks and natural resources; access to safe and efficient transportation; affordable, safe, quality housing; community and public safety; early childhood development; an equitable law and justice system; equity in County practices; family wage jobs and job training; health built and natural environments; quality education; and strong, vibrant neighborhoods. Ordinance 16948 and the Determinants of Equity report further describe and/or explore each of the 14 determinants of equity.

⁶²[The Equity Impact Review Process \(kingcounty.gov\)](#) The five phases in the Equity Impact Review process are: 1. Scope. Identify who will be affected; 2. Assess equity and community context; 3. Analysis and decision process. 4. Implement. Are you staying connected with communities and employees?; and 5. Ongoing Learning. Listen, adjust, and co-learn with communities and employees.

Equity Impact Review



Guided by OESJ, the Committee and Local Services will be applying the equity impact review process to the entire PB process, including the community engagement plans for the idea brainstorming, proposal development, and voting stages of the process.

Language Access Capabilities – Local Services will, with the help of OESJ and the Committee, follow the Language Access Requirements aimed at serving linguistically diverse, limited English proficiency members of the public.⁶³ This includes translation of materials and the availability of interpretation and reasonable accommodations at meetings. Additional funds for translation, interpretation, and reasonable accommodation were added to the Committee’s supplemental budget operating request.

Equity Indices – At the request of the pre-launch PB workgroup, Local Services and OESJ developed several equity index resources that could be used by the Committee to inform its allocation of the capital funds to the five different urban areas. In the end, the pre-launch workgroup decided that Local Services and OESJ should present a wide range of index resources to the Committee for their consideration. The Committee is also able to request additional resources be shared or developed.

G. Equitable distribution of investments

Research shows that when equity criteria is used for determining which projects are chosen for the ballot and how funds are distributed across areas, PB redirects spending to low-income communities.⁶⁴ Local Services and OESJ will support the Committee in developing equity criteria to evaluate the projects for possible funding and will encourage the Committee to follow best practices. The processes and tools used and described in Sections A. through F. of this proviso will help ensure that best practices are used throughout the process.

H. Coordination and collaboration with council district offices

Council participation, particularly district office participation, is invaluable for ensuring the success of the PB process. By being a visible part of the process, Councilmembers lend credibility and support to the program and also physically demonstrate that government is interested in connecting and listening to all community members. Councilmembers’ engagement also creates opportunities for community to

⁶³ [Language Access Requirements \(kingcounty.gov\)](#)

⁶⁴ [Impacts of Participatory Budgeting on Civil Society & Political Participation \(People Powered\)](#), p.1

identify and share how existing policies can be a barrier to achieving thriving community outcomes. One of the greatest impacts of participatory budgeting is “empower(ing) residents, particularly those who are marginalized from traditional politics, to make impactful decisions, acquire civic skills and knowledge, and stay politically engaged beyond their involvement”⁶⁵. With Councilmember participation, the PB process can humanize government and make it more accessible.

Local Services and OESJ have coordinated and collaborated with King County Council staff at each step of the process to-date and will continue to do so. Staff from District 2 and 8, in addition to the Council’s Equity and Social Justice Coordinator, took part in pre-launch PB workgroup meetings. Council staff from Districts 2, 7, 8, and 9 were participants on the Committee membership review panels for each urban area in their respective districts.

The Council will be updated as key decisions are made by the Committee. This will include the Committee’s timeline, PB rules, and community engagement plans. Council district offices may be asked by the Committee to participate in meetings and to play a strong role during the phases that require extensive community engagement. Councilmembers can promote and attend events and help to inform the community about the process through town halls, their district newsletters, and media opportunities.

VI. Next Steps

Participatory budgeting, which is stated as a specific objective in King County’s 2016-2022 Equity and Social Justice Strategic Plan, supports not only one of the key goals in the County’s Strategic Plan but also the King County Executive’s True North: “Making King County a welcoming community where every person can thrive.”^{66, 67, 68} PB also directly addresses many of the True North values. It solves problems, focuses on the customer, is racially just, and respects all people. It recognizes the County’s positional power in allocating and investing funds in communities and shares that power communities most in need.

The Community Investment Committee is responsible for developing all of the details of the PB process, from program goals to participant eligibility and community engagement. The Committee has final decision-making authority over how the PB funds will be invested in the five different unincorporated urban areas and in projects within those areas. King County will either implement the projects if they are County work or help the Committee build requests for proposals and evaluate bids for projects that are outside the scope of the County’s responsibility.

The Committee is in the first phase of the participatory budgeting (PB) process, the design phase. Many of the process details will be developed by the Committee by the end of August, after the deadline for this report has passed. The Office of Equity and Social Justice and the Department of Local Services will

⁶⁵ [Public Spending by the People \(PublicAgenda\)](#), p. 11

⁶⁶ [King County Equity and Social Justice Strategic Plan, p. 58](#)

⁶⁷ [King County Strategic Plan](#), Vision.

⁶⁸ [True North and Values](#) (King County Executive)

provide technical support throughout the process to help the Committee ensure that investments are made in and for community and residents where the needs are greatest. This Racism is a Public Health Crisis initiative is also supported by Participatory Budgeting Project consultants, who will facilitate the Committee discussions during the design phase.⁶⁹ As this is the first time that PB is being funded by the County, the Committee has asked for flexibility in the Council's and the community's expectations for the program's design and implementation timeline. The Committee is, however, planning on encumbering all the funds allocated to PB before the Executive's next proposed biennial budget is submitted to Council.

Local Services will update Councilmembers and their staff on the progress and decisions made by the Committee and ultimately the community. Using the communications and community engagement strategies developed by the Committee and supported by OESJ, Local Services will help the Committee inform their communities and engage community in the PB process. OESJ's tools will be used to ensure that communities that consistently experience marginalization and are most negatively impacted by systemic racism and other forms of oppressions are included in all of the phases of PB. Councilmembers and the urban unincorporated communities can reach out to their respective Committee members or Local Services for updates at any time.

⁶⁹ [Racism as a Public Health Crisis in King County](#) (King County Executive)

VII. Appendices

A. Pre-Launch Participatory Budgeting Workgroup Members

Community Members

Aaron Garcia – White Center Community Development Association
Shelley Pureia – Federal Way Senior Center
Paul Patu – Urban Family, Skyway Coalition

King County Council Staff

Bailey, Melissa – District 8
Gayton, Chandler – District 2
Kim, Andrew – Central Staff
Nair, Ashreeni (Reeni) – Council Central Staff
Ngo, Jenny – County Central Staff

King County Executive Branch Staff

Daw, David - Department of Local Services
de Clercq, Danielle – Department of Local Services
Hampton, Jabari – King County Metro
Miller, John – Department of Human Resources
Mohamed, Hamdi – Office of Equity and Social Justice
Nguyen, Ngoc – Department of Natural Resources and Parks
Perez, Yasmeen – Department of Community and Human Services
Rubardt, Aaron – Planning, Strategy and Budget
Scheibeck, Jillian - Planning, Strategy and Budget
Taylor, John - Department of Local Services
Valenzuela, Matias – Public Health, Seattle and King County

B. Community Investment Committee Members

East Federal Way

1. Jimmy Brown
2. Trenise Rogers (Chair)
3. Anna Irungu
4. Nida Ntita
5. Zayda Quintana

East Renton

1. Deborah Eberle (Chair)
2. Yordanos Teferi
3. Ajala Wilson-Daraja

Fairwood

1. Noni Ervin (Chair)
2. Michelle Faltous
3. Elizabeth (Annie) Seiger

North Highline/White Center

1. Marissa Jauregui
2. Sahle Habte
3. Kimnag Seng (Chair)
4. Carmen Smith
5. Emijah Smith

Skyway-West Hill

1. Rebecca Berry (Chair)
2. Ayanna Brown
3. Yvette Dinish
4. Jamoni Owens
5. Curtis Taylor

C. King County Urban Unincorporated Community Investment Committee Information Sheet and Application

1. Information Sheet p. 31
2. Application form p. 33



King County Urban Unincorporated

Community Investment Committee

King County is recruiting community members to serve on a new Community Investment Committee.

This committee will help King County spend...

- \$10 million on capital projects in Skyway-West Hill, North Highline, East Renton, Fairwood, and East Federal Way. These capital funds can be used for anything that needs to be built or replaced, such as buildings, sidewalks, bike lanes, landscaping, signs, and play structures.
- \$1.3 million for services or programs in Skyway-West Hill and North Highline. This funding can be used for almost anything, such as after-school programs, job training, building maintenance, food, art supplies, and investments in play structures and sidewalks.

The Community Investment Committee will design and carry out a budgeting process. The process will be centered on racial equity, will build on community strengths, and will address priorities that the community has identified. The committee will make sure that communities have control over what the money is spent on, so the projects that are funded will address real community challenges and have the most benefit.

King County approved funding for this project in its current two-year (2021-2022) budget, and will spend the funds as directed by the communities.

Urban unincorporated King County communities

The work of the Community Investment Committee will focus on the following urban unincorporated areas:

- Skyway-West Hill
- North Highline/White Center
- East Federal Way
- Fairwood
- East Renton Plateau

Scope of work

Community Investment Committee members will develop and lead a participatory budgeting process in each of the five communities listed above. Members will be asked to act as ambassadors to their communities by recruiting participants and leading project development in those communities.

Members will be expected to attend 2-4 committee meetings, spending about 4-8 meeting hours, per month. The first membership term will last through December 2022. Members will be compensated for their time. King County staff members will provide support to committee members for all meetings.

The committee will focus on:

1. **Equity:** Create a process that uses authentic community engagement to reach those who are

farthest away from traditional power, resources, and opportunities. Create and participate in those outreach efforts throughout all phases (idea collection, project development, voting, planning, and evaluation). When choosing projects, consider investments that address the greatest community needs.

2. **Access:** Allow all community members to participate in the process. Provide language interpretation and translation, and accessibility accommodations for meetings. Engage the community in ways that meet the needs of people of different ages and with different amounts of education.
3. **Accountability:** Develop ways to measure how the committee is actively engaging people who have not been involved in past government or budget processes. Inform and engage residents of each community about the process, timelines, project identification, submittal, and selection.
4. **Prioritization and cost estimation:** Validate each area's community needs list (a list of needs created using community input and discussions). Prioritize projects and evaluate cost estimates for the projects that will be considered by the community for investment.

King County's responsibilities and roles

Support the committee with administration, education, project management, facilitation, cost calculation, and determinations regarding legal use of funds. Provide training, mentoring, and coaching to help the team navigate government systems effectively. The county will also provide a committee budget for services related to the participatory budgeting process.

Membership and selection process

Community Investment Committee membership is open to all members of the public who live, work, attend school, play, and/or worship in the communities they seek to represent. However, King County staff members will take steps to recruit people of color and those who are LGQBTIA, youths, seniors, immigrants, refugees, and those who have low incomes or disabilities, as well as people from other underrepresented groups.

The committee will include representatives from each community listed above. Each service area delegation will be a mix that includes representatives from businesses and community-based organizations, youths under age 21, and "at-large" members who represent the community as a whole.

King County will partner with community organizations in each community to recruit and select local applicants.

To apply to serve on this committee, fill out the online application form in English, Amharic, Arabic, Chinese, Japanese, Khmer, Korean, Russian, Somali, Spanish, or Vietnamese at

<https://kingcounty.gov/UrbanChoices>. **The deadline to apply is Friday, April 16, at 11:59 p.m.**

To request this information in another language or format, please call 206-477-3800 or email AskLocalServices@kingcounty.gov.



King County urban Unincorporated Investment Committee

Application form

Deadline for submittal is 11:59 p.m. on Friday, May 14

1a. Your first name: _____

1b. Your last name: _____

2. Your preferred pronouns: _____

3. Your phone number: _____

4. Your email address: _____

5. Your address: _____

6. Your race/ethnicity: _____

7. Your age: _____

8. Are you an employee of a community-based organization? Yes No

9. If yes, what is the name of the organization and your position?

Application Form

9. Which urban unincorporated King County community are you applying to represent? (choose one)

East Federal Way

North Highline/White Center

East Renton

Skyway-West Hill

Fairwood

10a. What is your connection to the community you are applying to represent? (check all that apply)

	Less than 1 year	1-4 years	5-10 years	10+ years
Live	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10b. What is your connection to the community you are applying to represent? (check all that apply)

School

Volunteer

Other

10c. CONTINUED: If you checked to indicate that you go to school in the community you are applying to represent, please tell us the name of the school.

10d. CONTINUED: If you checked to indicate that you volunteer in the community you are applying to represent, please tell us the name of the organization.

10e. CONTINUED: If you checked "other" to indicate that you have some other connection to the community you are applying to represent, please describe that connection here.

Application Form

Please add extra pages if needed for space.

11. Why do you want to serve on the Urban Unincorporated Community Investment Committee?

12. Tell us a story about what your community means to you and how you would represent the people living in your community.

Application Form

13. What do you believe to be the top needs in this area?

14. What values and strengths would you bring to this committee?

Application Form

15. What do you hope to learn or gain from this opportunity?

D. Recruitment Material Examples

Urban Unincorporated Area Residents of King County

Help us decide how to spend \$10
million in your neighborhood



- North Highline/White Center
- Skyway/West Hill
- Fairwood
- East Renton Plateau
- East Federal Way

King County needs residents of these urban unincorporated areas to serve on a new committee that will help the county decide how to spend **\$10 million** on capital projects in their neighborhoods.

The funds can be used for anything that needs to be built or replaced, such as buildings, sidewalks, bike lanes, landscaping, signs, and play structures.

The committee will design and carry out a budgeting process that will be centered on racial equity.

Interested? Need more information? Visit:
kingcounty.gov/urbanchoices



King County

Local Services



UA News Listserv

From: King County Local Services <localservices@subscriptions.kingcounty.gov>

Sent: Friday, March 26, 2021 4:47 PM

Subject: King County Urban Unincorporated Community Investment Committee

King County is recruiting community members to serve on a new Community Investment Committee.

This committee will help King County spend...

- \$10 million on capital projects in Skyway-West Hill, North Highline, East Renton, Fairwood, and East Federal Way. These capital funds can be used for anything that needs to be built or replaced, such as buildings, sidewalks, bike lanes, landscaping, signs, and play structures.
- \$1.3 million for services or programs in Skyway-West Hill and North Highline. This funding can be used for almost anything, such as after-school programs, job training, building maintenance, food, art supplies, and investments in play structures and sidewalks.

The Community Investment Committee will design and carry out a budgeting process. The process will be centered on racial equity, will build on community strengths, and will address priorities that the community has identified. The committee will make sure that communities have control over what the money is spent on, so the projects that are funded will address real community challenges and have the most benefit.

King County approved funding for this project in its current two-year (2021-2022) budget, and will spend the funds as directed by the communities.

For more information and to apply: <https://www.kingcounty.gov/depts/local-services/programs/urban-choices.aspx>



King County Local Services | 206-477-3800 | AskLocalServices@KingCounty.gov
[Manage your subscriptions or unsubscribe](#)

Local Services Blog

King County to residents of its urban unincorporated areas: Help us decide how to spend \$10 million in your neighborhoods



King County needs residents of the Skyway/West Hill, North Highline/White Center, East Renton Plateau, Fairwood, and East Federal Way areas to serve on a new committee that will help the county spend money for capital improvements in their communities.

Local Services' new Participatory Budgeting approach will give unincorporated area residents more control over how money is spent in their neighborhoods. Members of the Community Investment Committee will help King County decide how to spend:

- \$10 million on capital projects in these urban unincorporated areas. The funds can be used for anything that needs to be built or replaced, like buildings, sidewalks, bike lanes, landscaping, signs, and play structures.
- \$1.3 million for services or programs in Skyway/West Hill and North Highline/White Center. This funding can be used for almost anything, like after-school programs, job training, building maintenance, food, art supplies, and investments in play structures or sidewalks.

The committee will design and carry out a budgeting process that will be centered on racial equity. The process will build on community strengths and address specific priorities that these communities have identified.

The committee will also help design the larger Participatory Budgeting process to make sure that communities have control over how this money is spent and that funded projects will address real community challenges and have the most benefit.

“This is a chance for residents in the urban unincorporated areas to have a direct say in the improvements that their local government makes to the places where they live and work,” Community Investment Committee Coordinator Gloria Briggs said. “The members of this committee will literally say to King County, ‘This is how you should spend money in these areas,’ and that will carry weight in the final decision.”

To learn more or apply to serve on the committee, visit <https://kingcounty.gov/urbanchoices>.

(Documents are available in English, Amharic, Arabic, Chinese, Spanish, Somali and Vietnamese)

Certificate Of Completion

Envelope Id: 29505CA745F34DB38DE69E3B291B74AC	Status: Completed
Subject: Please DocuSign: Motion 15956.docx, Motion 15956 Attachment A.docx	
Source Envelope:	
Document Pages: 2	Signatures: 2
Supplemental Document Pages: 42	Initials: 0
Certificate Pages: 2	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Envelope Stamping: Enabled	401 5th Ave
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	Suite 100
	Seattle, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20


Record Tracking

Status: Original	Holder: Cherie Camp	Location: DocuSign
10/27/2021 9:56:03 AM	Cherie.Camp@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County General (ITD)	Location: DocuSign

Signer Events

Claudia Balducci
 claudia.balducci@kingcounty.gov
 King County General (ITD)
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 7E1C273CE9994B6...
 Signature Adoption: Pre-selected Style
 Using IP Address: 73.83.124.149

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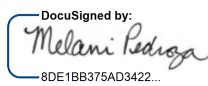
Electronic Record and Signature Disclosure:

Not Offered via DocuSign
 Supplemental Documents:

Motion 15956 Attachment A.docx

Viewed: 11/1/2021 2:23:30 PM
 Read: Not Required
 Accepted: Not Required

Melani Pedroza
 melani.pedroza@kingcounty.gov
 Clerk of the Council
 King County Council
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 8DE1BB375AD3422...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 198.49.222.20

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Electronic Record and Signature Disclosure:

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 Supplemental Documents:

Motion 15956 Attachment A.docx

Viewed: 11/1/2021 2:25:23 PM
 Read: Not Required
 Accepted: Not Required

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	11/1/2021 2:25:28 PM

Payment Events	Status	Timestamps
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