

**CITY OF VALLEJO
PARTICIPATORY**



BUDGETING STEERING

**COMMITTEE
REGULAR MEETING AGENDA
Thursday, June 16, 2016
6:30 – 9:00 p.m**

**Mare Island Conference Center
375 G Street
VALLEJO, CALIFORNIA 94590**

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the PB Steering Committee without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Those wishing to address the Committee on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the Committee may address the Committee during the "PUBLIC INPUT" portion of the AGENDA.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Committee will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Committee. Such documents may also be available on the City of Vallejo website at <http://www.ci.vallejo.ca.us> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648- 4527, TDD (707) 649-3562.

Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990) and the federal rules and regulations adopted in implementation thereof.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. WELCOME AND INTRODUCTIONS**
- 4. APPROVAL OF THE MINUTES**
Minutes from the 05/17/16 Regular Meeting will be presented for approval.
- 5. CITY COUNCIL LIAISON REPORT**
- 6. PUBLIC COMMENT**
Any member of the public wishing to directly address the Committee on any item not on this agenda has the opportunity to comment at this time.
- 7. TEAM GUIDELINES**
PBSC will finalize and approve "Team Guidelines" for the Participatory Budgeting process to be used by PB volunteers in Cycle 4.

ACTION: *By motion, the PBSC will approve "Team Guidelines" for Cycle 4.*

Contact: Alyssa Alford, Administrative Analyst I, alyssa.alford@cityofvallejo.net, 707-648-4577

8. OUTREACH DISCUSSION AND TRAINING

PBSC will discuss Cycle 4 upcoming outreach activities, including developing the outreach calendar and signing up for outreach opportunities, and complete a brief training on outreach and project eligibility. Steering Committee members will report on outreach tasks identified in the May 17, 2016 meetings.

Contact: Alyssa Alford, Administrative Analyst I, alyssa.alford@cityofvallejo.net, 707-648-4577

9. COMMUNICATIONS PLAN

The PBSC will review the Cycle 4 communication plan and new marketing materials.

Contact: Alyssa Alford, Administrative Analyst I, alyssa.alford@cityofvallejo.net, 707-648-4577

10. ANNOUNCEMENTS & NEXT STEPS

City staff will provide an update on Cycle 3 project implementation and other relevant business.

11. ADJOURNMENT

I, Dawn Abrahamson, City Clerk, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Participatory Budgeting Steering Committee, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 4:30 p.m., Thursday, June 8, 2016.

Dated: June 17, 2016



FOR

Dawn G. Abrahamson, City Clerk