



CITY OF VALLEJO
PARTICIPATORY BUDGETING STEERING COMMITTEE
REGULAR MEETING AGENDA
Tuesday, August 18, 2015
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 07/21/15 Regular Meeting will be presented for approval.
5. **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.
6. **CONSIDERATION OF ENFORCEMENT OF THE PARTICIPATORY BUDGETING STEERING COMMITTEE ATTENDANCE POLICY**
Per the PB Cycle 3 Rulebook, members of the Steering Committee (PBSC) who miss three regular meetings are in violation and subject to reappointment. The PBSC will consider whether to recommend enforcement of the attendance policy and appointment of new members.

Action: *By motion, the PBSC will make a recommendation to City Council on enforcement of the Steering Committee attendance policy.*

Contact: Will Morat, Administrative Analyst I, will.morat@cityofvallejo.net, 707-648-4109

7. **ESTABLISH A FORMAL PROCESS FOR ANY UNUSED BALLOT SLOTS**
Per the Cycle 3 Rulebook, the Steering Committee (PBSC) will determine the process for

delegates and committees to fill any unused slots allocated for the ballot. The PBSC may not make determinations about individual projects advancing to the ballot.

Action: *By motion, the PBSC will establish a formal process for delegates to fill unused slots allocated for the Cycle 3 ballot.*

Contact: Will Morat, Administrative Analyst I, will.morat@cityofvallejo.net, 707-648-4109

8. DETERMINE FINAL STRUCTURE OF THE CYCLE 3 BALLOT

Per the Cycle 3 Rulebook, with input from the City Manager, the Steering Committee shall determine the structure of the ballot, including the total number of allowable characters for a title, description, location, partners, and whether photos may be included.

Action: *By motion, the PBSC will determine the final structure of the Cycle 3 ballot, establishing character limits for project titles and descriptions, and determining other information that may be included on the ballot for each project.*

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

9. CONSIDERATION OF THE AD HOC WORKING GROUP'S PROPOSAL REVIEW AND RECOMMENDATION TO CITY ON PROPOSAL DEVELOPMENT STATUS

The PBSC will consider the review of all proposals submitted to the City that was conducted by the Ad Hoc Working Group formed at the July 21, 2015 Regular Meeting. Per the Cycle 3 Rulebook, the PBSC will make a recommendation to the City on which projects have eligibility concerns or require additional analysis.

Action: *By motion, the PBSC will determine which proposals have eligibility concerns and require additional in-depth analysis by City staff and PBSC members.*

Contact: Will Morat, Administrative Analyst I, will.morat@cityofvallejo.net, 707-648-4109

10. REVIEW DIGITAL BALLOT PROTOTYPE AND VOTER VERIFICATION PROCESSES FOR CYCLE 3 VOTE

The PBSC will review and provide feedback on a digital ballot prototype and voter verification processes developed by City staff and Stanford University.

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

11. STANDING REPORT FROM FOUR SUB-COMMITTEES

The Executive Committee member from each of the four sub-committees (Outreach, Event Planning, Project Monitoring, and Research, Evaluation & Policy) will provide a brief verbal report and update to the entire Steering Committee on their work, progress, and tasks.

12. ANNOUNCEMENTS & NEXT STEPS

City staff or Steering Committee members may address the Committee on relevant business.

13. 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., Wednesday, August 12, 2015.

Dated: August 12, 2015


WILL MORAT FOR

Dawn G. Abrahamson, City Clerk