



## **NOTICE OF SPECIAL MEETING PARTICIPATORY BUDGETING STEERING COMMITTEE MEETING**

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.

**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.*

**SPECIAL MEETING  
AT  
6:30 P.M. – 9:00 P.M.  
OF THE  
PARTICIPATORY BUDGET STEERING COMMITTEE  
WEDNESDAY, JANUARY 8, 2014  
JFK LIBRARY, JOSEPH ROOM  
505 SANTA CLARA STREET  
VALLEJO, CALIFORNIA 94590**

TO THE MEMBERS OF THE PARTICIPATORY BUDGET STEERING COMMITTEE:

You are hereby notified that I do hereby call the Participatory Budget Steering Committee in special session to consider only the matters stated on the agenda listed below.

**NOTICE:** Members of the public shall have the opportunity to address the Participatory Budget Steering Committee concerning any item listed on the agenda before or during consideration of that item. No other items may be discussed at this special meeting.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. WELCOME AND INTRODUCTIONS**

**4. INTRODUCTION OF THREE NEW ADMINISTRATIVE ANALYST I STAFF**

Introduction of the three new Administrative Analysts – Alyssa Alford, Alea Gage and Will Morat – who will be managing the second cycle of Participatory Budgeting and implementation of the first cycle projects.

Contact: Joanna Altman, Administrative Analyst II, [jaltman@ci.vallejo.ca.us](mailto:jaltman@ci.vallejo.ca.us), 707-648-4362.

**5. UPDATE REGARDING THE CITY'S RECRUITMENT AND HIRING PROCESS**

Presentation of the recruitment and hiring for the Administrative Analyst I positions.

Contact: Maria Olvera, Human Resources Director, [hr@ci.vallejo.ca.us](mailto:hr@ci.vallejo.ca.us), 707-648-4363.

**6. PRESENTATION OF NEW PB LOGO**

Presentation of the revised PB logo to incorporate the new City logo.

Contact: Joanna Altman

**7. RECOMMENDATIONS TO THE CITY COUNCIL TO ADOPT RULEBOOK REVISIONS**

Presentation of revisions to the PB Rulebook recommending that the City Council adopt the revisions: adjusting the timing of the Budget Assemblies, requesting the City Council appoint alternatives to the PB Steering Committee, and clarifying language regarding absenteeism

Attachment: 2013-2014 Rulebook with revisions

Contact: Joanna Altman

**8. WORK GROUP BREAKOUT**

During this time, the Facilitation and Outreach Work Groups will meet to advance work in those areas. The Facilitation Work Group will review feedback from the first cycle's assembly small group breakouts, discuss recruitment of facilitators for the second cycle and schedule facilitation trainings. The Outreach Work Group will discuss outreach efforts needed in January and early February to support attendance at assemblies to start in early February.

Contact: Ginny Browne, Participatory Budgeting Project, Inc., [gabby@participatorybudgeting.org](mailto:gabby@participatorybudgeting.org).

**9. OUTREACH SIGN UPS**

PB Steering Committee members will be asked to sign up to do outreach for the upcoming events and assemblies.

**10. NEXT STEPS**

**11. ADJOURNMENT**

Dated: January 6, 2014

Alia Sage for Joey Lake  
Joey Lake, Chairperson

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., January 6, 2014.

Dated: January 6, 2014

Dawn G. Abrahamson  
Dawn G. Abrahamson, City Clerk