



**CITY OF VALLEJO
PARTICIPATORY BUDGETING STEERING COMMITTEE
REGULAR MEETING AGENDA
Thursday, September 21, 2017
6:30 p.m. – 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 AGENDA

The Committee may adopt the agenda as presented or may rearrange the order of items. Pursuant to the Brown Act, the Commission may not add items to the agenda and the Commission may only discuss items on the agenda.

5. APPROVAL OF THE MINUTES

6. CITY COUNCIL LIAISON REPORT

7. 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.

8. PBSC MEMBER OATH OF OFFICE

A City Council Liaison will administer the Oath of Office, required for appointed members serving on a City board.

9. CYCLE 5 RULEBOOK DISCUSSION AND RECOMMENDATIONS

The PBSC will review the revised Cycle 5 Rulebook and approve revisions to recommend to City Council for consideration.

ACTION: *By motion, the PBSC will make a recommendation to City Council on revisions to the Cycle 5 Rulebook.*

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

10. CYCLE 5 IDEA COLLECTION PHASE DISCUSSION

The PBSC will receive an update on Cycle 5 idea collection, including the current number of ideas, delegates, and prequalified organizations engaged. The PBSC will also review upcoming idea collection dates, identify additional events if needed, and sign up to volunteer. The Cycle 5 Ad Hoc Outreach Subcommittee will provide an update to the Steering Committee and accept feedback.

ACTION: *By motion, the PBSC will approve an outreach calendar for the remaining Idea Collection Phase.*

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

11. DISCUSSION ON BUDGET DELEGATE RECRUITMENT

The Steering Committee will review the agenda and goals, and sign up to assist with the delegate orientation, scheduled for Thursday, October 12 at 6:30 p.m. The PBSC will also identify organizations to target for Budget Delegates and ways to improve recruitment.

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

12. ELECTION OF PBSC CHAIR PBSC EXECUTIVE COMMITTEE

The Steering Committee will appoint a Chairperson and two (2) members to serve on a 3-member Executive Committee. As outlined in the Cycle 5 Rulebook, the Executive Committee's duties, roles and responsibilities include:

- Facilitate clear communication with staff and PBSC to achieve the four goals of PB
- Improve the agility and functionality of the PBSC
- Lead PBSC Subcommittees (either standing or ad-hoc, as defined by the PBSC)
- Conduct quarterly attendance and participation reviews of PBSC members and recommend steps to enforce the roles and responsibilities of all PBSC members

ACTION: *By motion, the PBSC will make a recommendation to City Council on revisions to the Cycle 5 Rulebook.*

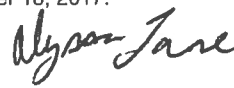
Contact: Alyssa Lane, Administrative Analyst I, alyssa.lane@cityofvallejo.net, 707-648-4577

13. ANNOUNCEMENTS & NEXT STEPS

City staff will provide an update on relevant business including staffing, project implementation, and other relevant business.

14. 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 6:30 p.m., Monday, September 18, 2017.


FOR

Dated: September 18, 2017

Dawn G. Abrahamson, City Clerk