

**CITY OF VALLEJO  
PARTICIPATORY**



**BUDGETING STEERING**

**COMMITTEE  
REGULAR MEETING AGENDA  
Thursday, July 21, 2016  
6:30 – 9:00 p.m**

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

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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 06/16/16 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. ELIGIBILITY EXERCISE ICEBREAKER**  
PBSC will participate in an exercise to review their knowledge of Cycle 4 project eligibility.

**8. DISCUSSION ON STEERING COMMITTEE INVOLVEMENT IN IDEA COLLECTION PHASE**

The PBSC will discuss ways to engage with Cycle 4 idea authors.

**ACTION:** *By motion, the PBSC will approve strategies to implement to better engage Cycle 4 idea authors.*

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

**9. BUDGET DELEGATE RECRUITMENT**

The PBSC will identify organizations to target for Budget Delegate recruitment.

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

**10. APPROVE CYCLE 4 TIMELINE**

The PBSC will review, provide feedback, and approve a Cycle 4 Timeline. The timeline will outline major milestones, including Budget Delegate orientation, project stage reviews, and the vote.

**ACTION:** *By motion, the PBSC will approve a Cycle 4 Timeline.*

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

**11. DEVELOP AND APPROVE IDEA COLLECTION CALENDAR**

The PBSC will identify locations for idea collection, and develop and approve a calendar for the month of September.

**ACTION:** *By motion, the PBSC will approve an idea collection calendar for the month of September.*

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

**12. REVIEW AND PROVIDE FEEDBACK TO**

The PBSC will review the rough cut video and provide feedback for videographer.

**ACTION:** *By motion, the PBSC will approve feedback to be submitted to videographer.*

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

**13. OUTREACH CALENDAR UPDATE**

PBSC will sign up for upcoming Cycle 4 outreach activities and staff will disseminate outreach materials for Steering Committee members to distribute to their associated organizations, neighbors and networks. Steering Committee members will report on outreach tasks identified in the June 16, 2016 meeting or other updates.

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

**14. ANNOUNCEMENTS & NEXT STEPS**

City staff will provide an update on Cycle 3 project implementation, Cycle 4 process, recent accomplishments and other relevant business.

**15. ADJOURNMENT**

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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., Monday, July 18, 2016.

*Dawn G. Abrahamson*  
FOR

Dated: July 15, 2016

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Dawn G. Abrahamson, City Clerk