



**CITY OF VALLEJO
PARTICIPATORY BUDGETING STEERING COMMITTEE
REGULAR MEETING AGENDA
Thursday, March 16, 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. PRESENTATIONS**
- 5. APPROVAL OF THE MINUTES**
Minutes from the 2/16/2017 Regular Meeting will be presented for approval.
- 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. CYCLE 4 PROJECT DEVELOPMENT PHASE UPDATE**
PBSC will review 2nd Stage Review proposal feedback and discuss the upcoming 3rd Stage Review.

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

9. REVIEW BALLOT PROTOTYPE AND VOTER VERIFICATION PROCESS FOR CYCLE 4 VOTE
The PBSC will review and provide feedback on a prototype of the Cycle 4 paper ballot.

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

10. APPROVAL OF CYCLE 4 CAMPAIGN GUIDELINES

The PBSC will determine the Cycle 4 campaign guidelines and rules in anticipation of the April 1 - April 30, 2017 vote.

ACTION: *By motion, the PBSC will approve formal campaign guidelines and rules.*

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

11. POLL WORKER TRAINING

The PBSC will conduct a poll worker training (open to the public) to address procedures for registering and enabling voters. The PBSC will also sign up to volunteer at designated poll locations.

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

12. DISCUSSION OF OUTREACH AND GET OUT THE VOTE STRATEGY FOR CYCLE 4 VOTE

The PBSC will discuss a Get Out the Vote (GOTV) strategy for the Cycle 4 vote.

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

13. VOTE RESULTS PARTY SUBCOMMITTEE

The PBSC will sign up to serve on a subcommittee for the upcoming Vote Results Party.

14. PUBLIC RECORDS ACT UPDATE

City staff will provide the PBSC with an update on the Public Records Act and its relevance to the Steering Committee.

15. ANNOUNCEMENTS & NEXT STEPS

City staff will provide an update on project implementation, recent updates, and other relevant business.

16. 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., Monday, March 13, 2017.

Alyssa Lane
FOR

Dated: March 9, 2017

Dawn G. Abrahamson, City Clerk



Participatory Budgeting Vallejo



Cycle ~~43~~ ~~Trifold Poster Instructions & Campaign~~ Campaign & Community Outreach Guidelines

Congratulations ~~Team Delegates for on~~ the work you have done thus far to improve Vallejo and enhance your civic obligations! You are in the home stretch! As you prepare for campaigning ~~and Voting Expos~~, please adhere to the following guidelines:

Trifold Poster Instructions & Guidelines:

~~❖ Expo Workshop~~

- ~~➤ Meet and greet your fellow team delegates on October 10 from 11 a.m. to 1 p.m. at Kyles Temple, 912 Florida Street.~~
- ~~➤ Delegates are invited to make their expo poster boards with their committees. A trifold board and craft items will be made available.~~
- ~~➤ Lunch will be served.~~

~~❖ Your trifold display each board MUST contain the following:~~

- ~~➤ Description of project, including a map or location of project, how the project responds to the community needs, estimated costs, challenges, and implementing partner.~~
- ~~➤ Due to safety, space and lack of wifi at voting locations, technology is NOT permitted (i.e.: no laptops, projectors, or other forms of media).~~
- ~~➤ Displays will only occupy one side of the trifold board.~~
- ~~➤ Objects may exceed the height of the trifold board.~~
- ~~➤ Decorative items or information relevant to the project proposal will be allowed in front of the trifold board as long as they affix to the board in some fashion.~~
- ~~➤ In the interest of fairness, please limit the amount of financial resources spent on promoting your project.~~
- ~~➤ No takeaways, such as handouts, candy or trinkets.~~

Initial _____

Campaign & Community Outreach Guidelines:

- ❖ Negative speech about other Budget Delegates committees or ~~other~~ project proposals is prohibited.
- ❖ ~~Prior to October 23, a~~ acceptable methods of campaigning include:
 - The use of flyers, email, social media, videos, door-knocking, and phone calls.
 - All materials **must include** the following statement:

“City of Vallejo’s Participatory Budgeting (PB) program gives residents the opportunity to have a voice in how their tax dollars are spent. This project is one of many being developed through the PB process. The dates of the Participatory Budgeting vote are October 24 April 1 – November 2 April 30, 2017. For more information, please visit pbvallejo.com.org.”

- ❖ ~~After October 23, From April 1 through April 30, 2017~~ there will be no campaigning at sites in the community, while voting is occurring at satellite sites or in voting areas.
- ❖ When promoting a project, you **must** provide general information that will help the voters understand the PB process and vote.

initial _____



Participatory Budgeting Vallejo



- ❖ When campaigning and outreaching to the community, you are expected to educate voters to **vote for any** project developed **by any committee**. **You should encourage residents to vote for the maximum number of projects and to cast all allowable votes.**
- ❖ Presentations and community outreach made by you or any non-delegate representatives, such as but not limited to speaking to community groups, media interviews, or PSAs, must promote PB as a whole in addition to your project, by printing the required statement on all materials (see campaign guidelines for statement).

initial _____

- ❖ To ensure transparency and fairness, Budget Delegates cannot serve as poll workers.

initial _____

PB Steering Committee Members and City Staff encourage you to campaign as a way to increase voter turnout and spread awareness of the PB process. The Cycle ~~43 Trifold Poster Rules and Guidelines~~ and Campaign & Community Outreach Guidelines, were established to ensure that all volunteers including Budget Delegates and Non-Budget Representatives (including staff liaisons) campaign in a fair way so that each project are given an equal opportunity without an unfair advantage. These guidelines must be applied to all campaign materials and when campaigning in the community. ~~While working at Project Expos, you and/or your representatives must sign and follow these guidelines before representing your project(s) and wear a name tag indicating that you are a representative.~~

Your initials above and signature below state that you understand these guidelines and will adhere to them during the final stage of this process. In the event that you or your representative violates these guidelines, you will be required to leave the voting site and the incident to be reported to the City Manager's Office. If you have any questions that relate to this guideline in regards to an action or activity, please direct them to your facilitator. PB staff may also be available to address any questions.

*Note: Campaign guidelines must be signed by Budget Delegates, Staff Liaisons and Representatives prior to campaigning ~~and representing project(s) at Voting Expos~~. Budget Delegates, Staff Liaisons and/or Representatives are encouraged to ask questions if unclear whether an activity falls within the guidelines listed below.

I verify that I have read the Cycle ~~43 Trifold Poster Instructions &~~ Campaign & Community Outreach -Guidelines and agree to its provisions.

Print Name

Signature

Date: _____

Print Name of Parent/Guardian (only if a minor)

Signature of Parent/Guardian (only if a minor)



**CITY OF VALLEJO
PARTICIPATORY BUDGETING STEERING COMMITTEE
REGULAR MEETING
Thursday, February 16, 2017
MINUTES**

Patricia	Baisden	African American Alliance
Karen	Sims	Better Vallejo
Lois	Bartning	USA KIA/POW
Liat	Meitzenheimer	Greater Vallejo Recreation District
Cynthia	Markson	VCAT
Corinne	Quinn	Vallejo NAACP
Ravi	Shankar	At-Large
Patricia	Kutza	At-Large
David	Wolins	At-Large
Tara	Banks	At-Large
Diana	Dowling	At-Large

1. CALL TO ORDER

2. ROLL CALL

3. WELCOME AND INTRODUCTIONS

4. APPROVAL OF THE MINUTES

Minutes from the 1/19/17 Regular Meeting approved with revision to reflect At-Large Member Tara Banks in attendance.

5. CITY COUNCIL LIAISON REPORT

Councilmember Rozzana Verder-Aliga introduced herself as the new City Council Liaison, stated that Councilmember Hermie Sunga had been appointed as the second liaison, and discussed the intended role of Council liaisons.

6. PUBLIC COMMENT

Councilmember Katy Miessner addressed the PBSC and told the committee that she and Councilmember Pippen Dew-Costa were no longer the appointed liaisons.

7. DISCUSSION OF 2nd STAGE REVIEW FEEDBACK

The PBSC and staff provided feedback on [project proposals](#) submitted in the [2nd Stage Review](#) (February 5, 2017).

ACTION: *No action was taken.*

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

8. FY 2017-2018 ANNUAL BUDGET PROCESS DISCUSSION

Staff provided the PBSC with important milestone and meeting dates for the City of Vallejo's Annual Budget process, including the presentation of staff's recommendation to City Council for the reallocation of unspent Cycle 1, Cycle 2, and Cycle 3 project funding and Cycle 4 funding.

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

9. CYCLE 4 DELEGATE SOCIAL AND OUTREACH OPPORTUNITIES

Staff announced the upcoming Budget Delegate Social, scheduled for Saturday, February 25 from 10:00 a.m. to 12 p.m. at the Artiszen Cultural Arts Center, located at 337 Georgia Street Vallejo, CA 94590.

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

10. IMPLEMENTATION UPDATE

City staff will provided an update to the PBSC on project implementation.

11. ANNOUNCEMENTS & NEXT STEPS

The PBSC gave an update on upcoming community events.

12. ADJOURNMENT

**PARTICIPATORY BUDGETING STEERING COMMITTEE
RESOLUTION OF JANUARY 19, 2017**

**A RESOLUTION OF THE PARTICIPATORY BUDGETING STEERING COMMITTEE RECOMMENDING
THE REALLOCATION OF UNSPENT FUNDS FROM INACTIVE PB PROJECTS**

WHEREAS, on July 17, 2012, the City Council of the City of Vallejo created a Community Steering Committee via Resolution 12-108 N.C, and appointed representatives from civic organizations and their representatives to be an advisory committee to the Council in its proposal regarding the PB process and structure; and

WHEREAS, upon the completion of the Participatory Budgeting (PB) election process after Cycle 1 (2013), Cycle 2 (2014) and Cycle 3 (2015), the results were presented to the City Council and projects selected by the public were allocated Measure B funding by City Council; and

WHEREAS, pursuant to Resolution No. 13-09 N.C., the Council allocated \$170,000 in Measure B funding for the Cycle 1 PB Project "Light Up Vallejo"; and

WHEREAS, the Light Up Vallejo project partially completed its goals resulting in \$137,974 in unspent funding; and

WHEREAS, pursuant to Resolution No. 14-128 N.C., the Council allocated \$18,000 in Measure B funding for the Cycle 2 Project "Improving School Meals"; and

WHEREAS, the Improving School Meals project partially completed its goals resulting in \$10,665 in unspent funding.

WHEREAS, pursuant to Resolution No.16-049 N.C., the Council allocated \$82,000 in Measure B funding to extend the Cycle 2 PB Project "Summer Youth Employment and Internship Program"; and

WHEREAS, the Summer Youth Employment and Internship Program partially completed its goals resulting in \$25,991 in unspent funding; and

WHEREAS, pursuant to Resolution No. 15-143 N.C., the Council allocated \$50,000 in Measure B funding for the Cycle 3 Project "Vallejo Firefighter Youth Academy"; and

WHEREAS, the Vallejo Firefighter Youth Academy successfully completed its stated goals under-budget, resulting in \$4,930 in unused funding; and

NOW THEREFORE BE IT RESOLVED that the PB Steering Committee recommends to City Council to reallocate unused project funding as follows:

- 1) Close out Cycle 1 "Light Up Vallejo" project and reallocate \$137,974 in unused funding to the Cycle 2 "Help the Homeless" project
- 2) Reallocate \$10,665 in unused funding from the Cycle 2 "Improving School Meals" project to the Cycle 2 "Help the Homeless" project
- 3) Reallocate \$25,991 in unused funding from the Cycle 2 "Summer Youth Employment and Internship Program," to the Cycle 3 "Vallejo Firefighter Youth Academy."

Adopted by the Participatory Budgeting Steering Committee at a Special Meeting held on January 19, 2017.

ATTEST:



 MICHELLE WHITNEY, CHAIR