



**CITY OF VALLEJO  
PARTICIPATORY BUDGETING STEERING COMMITTEE  
REGULAR MEETING AGENDA  
Thursday, January 18, 2018  
6:30 p.m. – 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.

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**

Minutes from the 12/21/17 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. NOMINATION OF EXECUTIVE COMMITTEE MEMBER**

The PBSC will nominate one (1) Executive Committee member to replace a member who

resigned from the Executive Committee at the November 16 Regular Meeting.

**ACTION:** *The PBSC will appoint one Steering Committee member to the Cycle 5 Executive Committee.*

**9. NOMINATION OF OUTREACH ADHOC COMMITTEE MEMBER**

The PBSC will nominate one (1) Outreach Ad Hoc Committee member to replace a member that resigned from the Ad Hoc Committee.

**ACTION:** *The PBSC will appoint one Steering Committee member to the Outreach Ad Hoc Committee.*

**10. PROPOSAL DEVELOPMENT UPDATE**

City staff will provide an update to the PBSC on the current Proposal Development phase, including upcoming milestones and meetings, and proposal eligibility concerns. To provide assistance to delegates, the PBSC will have the opportunity to provide suggestions and solutions on projects.

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

**11. PLANNING FOR 2<sup>ND</sup> STAGE REVIEW**

The PBSC will discuss the upcoming 2<sup>nd</sup> Stage Review (February 4, 2018).

**ACTION:** *PBSC will appoint Ad Hoc Committee to review 2<sup>nd</sup> Stage Review proposals and provide feedback.*

**12. DETERMINE BALLOT STRUCTURE OF THE CYCLE 5 BALLOT**

Per the Cycle 5 Rulebook, the Steering Committee shall determine the structure of the paper ballot with input from the City Manager, or designee.

**ACTION:** *By motion, the PBSC will determine the structure of the Cycle 5 paper ballot, establishing character limits for project titles and descriptions, and determining other information that may be included on the ballot.*

**13. APPOINTMENT OF VOTING PHASE WORKING GROUP**

PBSC will appoint a working group in anticipation for the Cycle 5 vote.

**ACTION:** *Cycle 5 Voting Phase working group appointed in anticipation of vote.*

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

**13. DISCUSSION ON PBSC'S COMMUNITY ENGAGEMENT**

City staff and the PBSC will discuss and organize the Committee's assistance in the promotion of the PB Process.

**14. ANNOUNCEMENTS**

**15. 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, January 15, 2018.

*Alyssa Lane*

*FOP*

Dated: January 12, 2018

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Dawn G. Abrahamson, City Clerk