



**PARTICIPATORY BUDGETING  
STEERING COMMITTEE REGULAR  
MEETING**

**FEBRUARY 18, 2026**

**HYBRID MEETING**

[www.Cityofvallejo.net](http://www.Cityofvallejo.net)

**6:30 PM**

**JFK Library - Vallejo Room  
505 Santa Clara Street  
Vallejo, CA 94590**

**COMMITTEE MEMBERS**

Jessica Lozano, Chair  
 Patricia Baisden, Co-Chair  
 Lynda Daniels  
 Patricia Hunter  
 TahraLeigh Martin  
 Guillermo Herrera  
 William Richerson  
 Ebony Smith  
 Paul Perry  
 Don Jordan, Secondary Representative  
 Corrine Quinn, Secondary Representative  
 Dr. Annetta Ward-Clark, Secondary Representative  
 VACANT, At-Large  
 VACANT, At-Large  
 VACANT, Alternate  
 VACANT, Alternate  
 VACANT, Alternate

<p>NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom</p>	<p>The Vallejo Room will be open to members of the public 30 minutes prior to the start of the meeting.</p>
<p><b>PUBLIC COMMENT:</b> Members of the Public may provide public comments during the Meeting in person or via ZOOM (<a href="https://ZoomVallejoRoom.CityofVallejo.net">https://ZoomVallejoRoom.CityofVallejo.net</a>), or via phone, by dialing (669) 900-6833.</p>	<p><b>For additional instructions on how to speak remotely during public comment, please visit, <a href="http://www.cityofvallejo.net/publiccomment">www.cityofvallejo.net/publiccomment</a></b></p>
<p><b>VIEW THE MEETING:</b>        There are four different ways you can view this public meeting:</p> <ul style="list-style-type: none"> <li>• In Person</li> <li>• Stream from the City website: <a href="http://www.cityofvallejo.net/Streaming">www.cityofvallejo.net/Streaming</a></li> <li>• Join the Zoom webinar: <a href="https://ZoomVallejoRoom.CityofVallejo.net">https://ZoomVallejoRoom.CityofVallejo.net</a></li> </ul>	<p>Scan QR code for live captions and translation in Spanish and Tagalog.</p> <div align="right">  </div>
<p align="center"><b>Hybrid Options are available for members of the public to participate. To participate remotely</b></p>	
<p><b><u>Option to Join by Computer</u></b>        From your browser go to <a href="https://ZoomVallejoRoom.CityofVallejo.net">https://ZoomVallejoRoom.CityofVallejo.net</a> to launch and join the zoom application.        Meeting ID: 814 4681 4741 #        Meeting Password: 131313</p>	<p><b><u>Option to Join by Phone</u></b>        Dial (669) 900-6833        Enter Meeting ID: 814 4681 4741#        Meeting Password: 131313        Press *9 to digitally raise your hand from the phone.        Press *6 to unmute/mute</p>
<p>Any supplemental writing related to an agenda item for an open session of a regular meeting that is distributed to all or a majority of all members of the Commission less than 72 hours before the meeting will be posted concurrently on the City’s website at <a href="http://www.cityofvallejo.net/agendas">www.cityofvallejo.net/agendas</a> Written material distributed during the meeting, will be available at the meeting if prepared by the City or after the meeting if prepared by someone else. Such materials may be obtained from the Commission Secretary.</p>	



Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Staff Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability by contacting Staff Secretary, Annette Taylor via email at [Jason.Ackley@cityofvallejo.net](mailto:Jason.Ackley@cityofvallejo.net) or by phone at (707) 649-3510 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.

## **AGENDA**

**1 CALL TO ORDER**

**2 PLEDGE OF ALLEGIANCE**

**3 ROLL CALL**

**4 COMMUNICATIONS**

**5 COMMUNITY FORUM**

*Anyone wishing to address the Commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Commission to resolve, is requested to submit a completed speaker card to the Secretary. When called upon, each speaker should step to the podium, state his/her name and address for the record. The conduct of the community forum shall follow those as the City Council and shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300. The Commission may take information but may not take action on any item not on the agenda.*

**6 REPORT OF THE CITY COUNCIL LIAISON**

**7 CONSENT CALENDAR AND APPROVAL OF AGENDA**

**A APPROVAL OF AGENDA AND MINUTES**

Recommendation: By motion, approve the agenda for the February 18, 2026, Regular Meeting and the meeting minutes for the January 21, 2026 Regular Meeting.

Contact: Jason Ackley, PBSC Secretary (707) 648-4577  
[Jason.Ackley@cityofvallejo.net](mailto:Jason.Ackley@cityofvallejo.net)

**8 DISCUSSION ITEMS**

**A PARTICIPATORY BUDGETING CYCLE 9 (2026-2027) IDEA COLLECTION AND DISCUSSION**

City staff and PBSC will collaborate to develop a strategy for the upcoming Idea Collection phase for Cycle 9.

**9 ACTION CALENDAR**

*NOTICE: Members of the public wishing to address the Housing Authority on Action Calendar Items are requested to submit a completed speaker card to the Secretary. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.*

**10 ADJOURNMENT**

**ADDITIONAL CITY INFORMATION**

Members of the public can:

- Like us on Facebook and Instagram ([@cityofvallejo](#))
- Sign up to receive City Communications via e-mail ([www.cityofvallejo.net/subscribe](http://www.cityofvallejo.net/subscribe))
- Sign up for emergency alerts at: [alertsolano.com](http://alertsolano.com)

Dated: February 10, 2026 @ 3:00 PM

Jason Ackley

For

Jessica Lozano, PBSC Chair

I, Jason Ackley, PBSC Secretary do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

Jessica Lozano, Chair  
Patricia Baisden, Co-Chair  
Lynda Daniels  
Patricia Hunter  
TahraLeigh Martin  
Guillermo Herrera  
William Richerson  
Ebony Smith  
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Don Jordan, Secondary Representative  
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VACANT, At-Large  
VACANT, At-Large  
VACANT, Alternate  
VACANT, Alternate  
VACANT, Alternate

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

Dated: February 10, 2026 @ 3:00 PM

Jason Ackley

Jason Ackley, PBSC Secretary



**PARTICIPATORY BUDGETING  
STEERING COMMITTEE REGULAR  
MEETING**

**JANUARY 21, 2026**

**6:30 PM**

**JFK Library - Vallejo Room  
505 Santa Clara Street  
Vallejo, CA 94590**

**AGENDA**

**1 CALL TO ORDER**

Meeting was called to order at 6:35 PM

**2 PLEDGE OF ALLEGIANCE**

**3 ROLL CALL**

In attendance - Commissioners: Daniels; Hunter; Herrera; Richerson; Smith; Perry; Jordan

Absent – Chair Lozano; co-Chair Baisden

**4 COMMUNICATIONS**

- None

**5 COMMUNITY FORUM**

- Speaker: David Belef

**6 REPORT OF THE CITY COUNCIL LIAISON**

- None

**7 CONSENT CALENDAR AND APPROVAL OF AGENDA**

**A APPROVAL OF AGENDA AND MINUTES**

Recommendation: By motion, approve the agenda for the January 21, 2026 Regular Meeting and the meeting minutes for the November 19, 2025 Regular Meeting.

- Moved and unanimously voted to approve the agenda and minutes.

**8 DISCUSSION ITEMS**

A Participatory Budgeting Cycle 9 (2026-2027) Discussion

- Secretary Ackley gave a brief overview of staffing challenges regarding PB. Committee members provided feedback.
- Speaker: David Belef
- Note: Committee member Herrera excused and left @ 6:54pm

**B Committee Discussion and Questionnaire Regarding MRG Report**

- Secretary Ackley set up the discussion with a 5-question survey. Committee members provided feedback on the topic(s).
- Speaker: David Belef

**9 ACTION CALENDAR**

- N/A

**10 ADJOURNMENT**

- Meeting was adjourned at 7:15 PM

**ADDITIONAL CITY INFORMATION**

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Dated:	<i>Jason Ackley</i>  For  <u>Jessica Lozano, PBSC Chair</u>
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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

Dated:	<i>Jason Ackley</i>  Jason Ackley, PBSC Secretary
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**DATE:** February 18, 2026  
**TO:** PBSC Chair  
**FROM:** Jason Ackley, PBSC Secretary  
**SUBJECT:** **PARTICIPATORY BUDGETING CYCLE 9 (2026-2027) IDEA COLLECTION DISCUSSION**

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**RECOMMENDATION**

**BACKGROUND AND DISCUSSION**

City staff and PBSC will collaborate to develop a strategy for the upcoming Idea Collection phase for Cycle 9.

**ATTACHMENTS**

1.	Idea Submission form_english_Cycle9
2.	Cycle 8 Project Proposal Guide (Purple)
3.	Cycle 7 flyer_FM
4.	Youth Volunteer recruitment volunteer
5.	Prequalification Guidelines for NPOs

**CONTACT**

Jason Ackley, PBSC Secretary  
(707) 648-4577; [Jason.Ackley@cityofvallejo.net](mailto:Jason.Ackley@cityofvallejo.net)



# PARTICIPATORY BUDGETING



WHAT is your project idea? \_\_\_\_\_

\_\_\_\_\_

WHY is it needed? \_\_\_\_\_

\_\_\_\_\_

WHO will implement/cost?\*\*\*  
optional

\_\_\_\_\_  
\*\*Capital Projects: Min: \$30,000 Max: \$300,000  
Service Projects: Min: \$30,000 Max: \$75,000

WHERE would the project be located? \_\_\_\_\_

Please circle the theme that best categorizes your idea:

- Social Services    Transportation    Education & Training    Public Safety    Parks & Recreation    City Infrastructure

*Your idea will be submitted for a volunteer Budget Delegates to review and possibly develop into a project proposal for the 2024 PB Ballot.*



# PARTICIPATORY BUDGETING



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WHY is it needed? \_\_\_\_\_

\_\_\_\_\_

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\* All contact information is OPTIONAL. \*

NAME: \_\_\_\_\_

PHONE: \_

E-MAIL: \_



### Would you like to volunteer to be a **Budget**

*Budget Delegates are community members who will collaborate with staff to develop ideas into real proposals!*

**YES      MAYBE**

(circle one)

*Drop this form off with a PB volunteer, City staff member,  
OR at the Vallejo City Manager's Office, 555 Santa Clara Street, 3rd Floor*

To learn more visit us at  
[www.pbvallejo.org](http://www.pbvallejo.org)

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NAME: \_\_\_\_\_

PHONE: \_

E-MAIL: \_



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# Participatory Budgeting Vallejo



## PROJECT PROPOSAL GUIDE

Information to prepare & assemble prior to submitting a proposal on September 18, 2022

All project proposals must be submitted online using the City’s online application by September 18, 2022. Below is a list of the information required in order to submit a complete and accurate proposal. Please remember:

- Only projects submitted and checked by City staff during the First Stage Review on September 18, 2022 are eligible to be submitted for full vetting.
- Eligibility rules are outlined in the **Error! Hyperlink reference not valid.** (pages 2-4) or at [www.pbvallejo.org](http://www.pbvallejo.org)
- Non-profit organizations that are listed as implementing partners must have been prequalified with the City by September 18, 2022, and have requested participation in the specific project during First Stage Review.
- Public Agency partners must have submitted a letter to the City by September 18, 2022 approving project
- Documents for upload must be in PDF, Excel, Word, JPEG, GIF, or PNG format
- Applications with missing information or documentation that is not uploaded could affect eligibility



**TIP:** If you need assistance with scanning documents for upload, have any questions, or would like further clarification on any issue, PB Staff in the City Manager’s Office is here to help you!  
 Flor Magallanes, 707-648-4041, [flor.magallanes@cityofvallejo.net](mailto:flor.magallanes@cityofvallejo.net)



### Proposal must answer questions in order presented on Project Proposal Guide and include original template questions as headers for each response.

#### GENERAL

1. **Project Title-** (max 50 characters)
2. **Total Budget-** Amount requested
3. **Name-** Full names of all the delegates from your committee that worked on the proposal
4. **Email-** One e-mail address for the PB staff to send a confirmation that the proposal was received

#### PROJECT DETAILS

5. **Type of Project-** (choose one)
  - a. Program and/or Service
  - b. Capital Improvement<sup>1</sup> and/or Durable<sup>2</sup>
6. **Detailed project description** (Be specific and use as much space as you need.)

► **6a.** If this is a program and/or service proposal **you must address** how the the city will be able to document that at least 51% of the people benefitting are Vallejo residents with low- or moderate-income? (1-2 paragraphs)



**TIP:** If you have tables, graphs, charts or other data that support your description, you can upload this as a separate document in addition to completing a detailed description.

#### 7. Why is this project needed? (1-2 paragraphs)

<sup>1</sup> A “capital improvement” is defined as the addition of a permanent structural improvement or the restoration of some aspect of City-owned property that will increase its value or useful life. This could be a City building, renovating a structure or creating/improving public infrastructure.

<sup>2</sup> A “durable” is defined as a good that yields utility over time, rather than being consumed in one use. This could include the acquisition of vehicles, property, equipment, or other infrastructure that is retained by the City for public benefit.

8. How will the project address or solve this need and/or problem? (1-2 paragraphs)
9. Describe in detail how residents, visitors, groups, communities, geographic areas, or the City of Vallejo will benefit from this project. (1-2 paragraphs)
10. Describe the potential challenges and/or obstacles for this project (1-2 paragraphs)

**PROJECT PARTNERS**



**TIP:** If there will be more than one partner, make sure to include **all** the following information **for every partner, non-profit, or public agency** that will be involved in the project on a separate document and upload under the field "Additional Partners."

**11. Who will implement the project?** (Identify all that apply)

- a. The City of Vallejo
- b. A prequalified, 501(c)3 non-profit organization (*Program & Service projects only*)

▶ **If 12(b):** Provide the partner non-profit organization name, website, contact person, phone number & e-mail. *Only organizations pre-qualified by November 14 are eligible.*

- c. A public agency (e.g., VCUSD, GVRD, Solano County, etc.)

▶ **If 12(c):** Provide the following:

- Partner agency name, contact person, phone number & e-mail
- Describe the in-kind contribution the public agency has agreed to provide if the project is funded. This could be staffing, administration, ongoing maintenance, matching funds, etc. (1-2 paragraphs)

**12. Where will the project be implemented?**

- a. City of Vallejo-owned public property
- b. Private property (*Program & Service projects only*)

▶ **If 13(b):** Does the partner own or rent/lease the property where the project will occur?

**BUDGET & COST ESTIMATION**



**TIP:** Participatory Budgeting grants only cover "hard costs" for projects (e.g., materials, skilled labor, equipment, etc.). However, most projects will also likely have other expenses ("soft costs"), such as ongoing utilities/maintenance, overhead/administration, salaried positions, building permits, etc. Your proposal will need to consider both of these costs and plan for how they will be covered.

**13. Budget-** Upload an itemized budget for the entire project that has line items accounting for the entire amount of PB funding requested. You should develop a spreadsheet or table on Microsoft Word or Excel. Work with City staff to make sure you have a complete, full-cost budget!

Make sure you upload documentation that supports your budget request, including:

- At least one (1) complete bid from a licensed contractor for any work that requires skilled labor, building, construction, or professional installation.
- Copies of vendor quotes, official estimates, or online retailers for any durable, equipment, material or product purchases.
- Letter(s) from implementing partners agreeing to absorb any soft costs not covered by PB



**TIP:** Per Vallejo's Municipal Code Article XI, Section 1101, all wages for projects on public property must be prevailing wage

**14. Describe the project timeline/schedule.**

- d. You may also attach a detailed timeline schedule as a separate document if already prepared.



# Participatory Budgeting



Since 2013,  
Vallejo residents  
selected  
56 projects  
totaling

**\$9.3 MILLION**



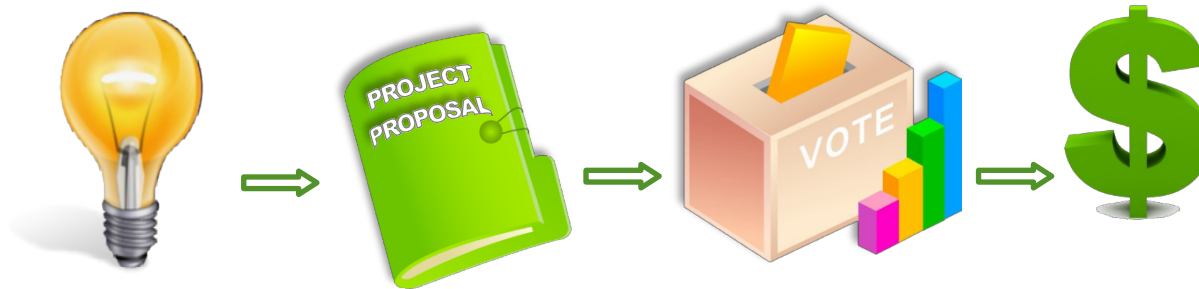
# SHARE YOUR IDEA NOW!



Para asistencia  
en español llámé  
(707) 648-4041

Call (707) 648-4577  
Submit an idea in person at the  
City Manager's Office  
555 Santa Clara Street

# What is Participatory Budgeting?



## Brainstorm Ideas

Vallejo residents identify community needs and submit their ideas online, or in person.

Community members volunteer to become Budget Delegates.

## Develop Proposals

With help from experts, delegates develop the initial ideas into concrete project proposals.

## Vote

Vallejo residents 14 years of age and older vote for their favorite projects. Vote results are submitted to the City Council for consideration.


## Projects Implemented


The City of Vallejo implements the City Council-approved projects.

Learn more at:

[www.pbvallejo.org](http://www.pbvallejo.org)

Follow us:

 Participatory Budgeting Vallejo

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 Participatory Budgeting



# Presupuesto Participativo



Desde 2013,  
los residentes de  
Vallejo  
han recomendado  
**56 proyectos**  
totalizando en

**\$9.3 MILLIONES**



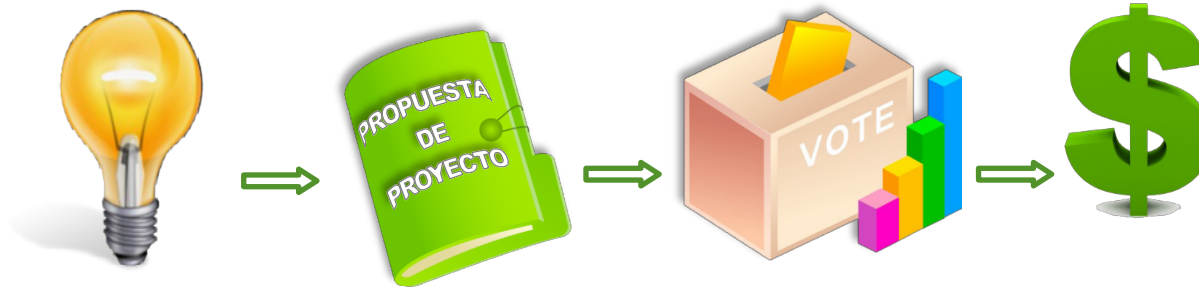
# ¡COMPARTE TU IDEA AHORITA!



Para asistencia  
en español llámé  
(707) 648-4041

Entrega tu idea en  
persona en la oficina del  
Administrador de la ciudad  
555 Santa Clara Street

# ¿Que es el Presupuesto Participativo?



## Coleccion de Ideas

Los residentes de Vallejo identifican las necesidades de la comunidad y presentan sus ideas en línea, o en persona.

Miembros de la comunidad se ofrecen como voluntarios para convertirse en Delegados de presupuesto.

## Crear Propuestas

Con la ayuda de expertos, los delegados desarrollan las ideas iniciales en propuestas de proyectos concretas.

## Voto

Si resides en Vallejo y eres mayor de 14 años, puedes votar por tus proyectos favoritos.

Los resultados del voto serán considerados por el Concejo Municipal.


## Implementación


La Ciudad de Vallejo implementa los proyectos aprobados por el Concejo Municipal.


Aprende más en:


[www.pbvallejo.org](http://www.pbvallejo.org)

Síguenos:

 Participatory Budgeting Vallejo

 pb\_vallejo

 PB\_Vallejo

 Participatory Budgeting



# VOLUNTEERS NEEDED!

**CALLING ALL VOLUNTEERS! WE NEED YOUR HELP!**

The City of Vallejo - City Manager's Office is looking for dedicated individuals to join us in our mission to make a positive impact in our community.

Scan the QR code to access our sign-up form.

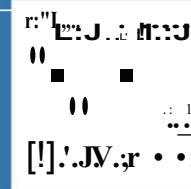


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**Prequalify by September 18, 2022  
to be a Non-Profit Partner for a PB Project!**

**Prequalification Requirements\***

**for Non-Profit Organizations**

**What is Participatory Budgeting?**

Participatory Budgeting (PB) is a unique method of asking city residents to get involved in their government and identify real project proposals they would like to see on the ballot.

Anyone can submit an idea for a project proposal: park improvements, job training programs, afterschool programs, etc.

All the ideas submitted before September 18, 2022 are sifted through by resident volunteers who turn ideas into actual proposals that can appear on the May-June 2023 ballot. Many project proposals require non-city partners, such as the school district, county agencies, and 501(c)3 nonprofit organizations.

**How much money is available?**

City Council sets aside a minimum 20% of the PB allocation from Measure B sales tax revenue – or approximately \$200,000 – for programs and services that will require non-profit partners. Individual project proposals can seek grant funding from \$30,000 to \$75,000.

**Why should a non-profit organization prequalify?**

Only 501(c)3 nonprofit organizations who prequalify on or before September 18, 2022 are eligible to be listed as a partner on a project proposal.

**How can a non-profit organization participate?**

Anyone – including representatives from non-profits – can attend a meeting and submit an idea for a project proposal. Now is the time for new and innovative ideas to better serve Vallejo’s residents!

**How long do non-profits remain qualified?**

Non-profits that successfully prequalify (or that prequalified in 2019) will remain qualified for 3 years.

**Organizational Information**

Narrative of organization mission & vision

*NOTE: Mission/vision must match proposed project*

Overview of organizational structure

Include:

- 1) Key personnel list & resumes
- 2) List of board of directors and bios

Organization’s written fiscal policies/procedures

Organization’s written personnel policies/procedures

**Legal Documents**

IRS 501(c)3 designation letter

Articles of incorporation

Bylaws

Authorizing governing board resolution (and roll call vote)

– authorizing organization’s signatory

Liability, Auto & Worker’s Comp insurance certificate(s)

## Financial Records

Current year (plus 2 previous years) pro forma financial statements

- o Income & Expenses (P&L), Cash Flow, Balance Sheet

*NOTE: Pro forma statements must demonstrate the following four requirements:*

- 1) No operational deficits in current year
- 2) No debt service deferment or forbearance in last 3 years
- 3) Maximum 30% average administration/overhead over 3 years
- 4) Balance sheet must show assets equal to or greater than liabilities

*NOTE: Organizations are eligible to submit proposals for project funding up to 150% of 3-year average annual revenues*

IRS Form 990 (previous 2 years)

## Experience

Narrative of organization history & legacy

- o Number of years in existence, growth, etc.

Narrative of experience (e.g., serving low/moderate income populations)

2 letters of reference (or reference contact info)

**To apply, go to:**

<https://cityofvallejo.formstack.com/forms/prequalification>

