



**PARTICIPATORY BUDGETING
STEERING COMMITTEE REGULAR
MEETING AT 6:30 PM**


MARCH 18, 2026

HYBRID MEETING
www.Cityofvallejo.net

**Vallejo Council Chambers
555 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

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| <p>NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom</p> | <p>City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.</p> |
| <p>PUBLIC COMMENT: Members of the Public may provide public comments during the Meeting in person or via ZOOM (https://ZoomRegular.Cityofvallejo.net), or via phone, by dialing (669) 900-6833.</p> | <p>For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment</p> |
| <p>VIEW THE MEETING: There are four different ways you can view this public meeting:</p> <ul style="list-style-type: none"> • In Person • Watch Vallejo local channel 28 • Stream from the City website: www.cityofvallejo.net/Streaming • Join the Zoom webinar: https://ZoomRegular.Cityofvallejo.net | <p>Scan QR code for live captions and translation in Spanish and Tagalog.</p> <div align="right">  </div> |
| <p align="center">Hybrid Options are available for members of the public to participate. To participate remotely</p> | |
| <p><u>Option to Join by Computer</u> From your browser go to https://ZoomRegular.CityofVallejo.net to launch and join the zoom application. Meeting ID: 914 0075 0676# Meeting Password: 131313</p> | <p><u>Option to Join by Phone</u> Dial (669) 900-6833 Enter Meeting ID: 914 0075 0676# 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 City Council less than 72 hours before the meeting will be posted concurrently on the City’s website</p> | |

at www.cityofvallejo.net/agendas 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 City Clerk



Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the PBSC Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the PBSC Secretary'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

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 March 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

8 DISCUSSION ITEMS

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.

A DISCUSS PLANS TO PREPARE FOR PARTICIPATORY BUDGETING CYCLE

9

B REVIEW OF SPECIAL EVENTS CALENDAR AND TABLING OPTIONS

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)
- Sign up for emergency alerts at: alertsolan.com

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|-------------------|---|
| Dated: 03/13/2026 | <i>Jason Ackley</i> For <u>Jessica Lozano, PBSC Chair</u> |
|-------------------|---|

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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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

11:30 AM, 03/13/2026.

| | |
|-------------------|---|
| Dated: 03/13/2026 | <i>Jason Ackley</i> 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 Hererra 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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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 |
|--------|---|



DATE: March 18, 2026
TO: PBSC Chair
FROM: Jason Ackley, PBSC Secretary
SUBJECT: DISCUSS PLANS TO PREPARE FOR PARTICIPATORY BUDGETING CYCLE 9

RECOMMENDATION

Discuss/plan for the 2026-2027 Participatory Budgeting (PB) Cycle (Cycle 9) and provide feedback to staff.

BACKGROUND AND DISCUSSION

According to the current Participatory Budgeting Rulebook (attached), PB Cycle 9 is slated to begin with the Idea Collection phase in August–September 2026. Now would be an opportune time to begin discussions about PB Cycle 9 and a potential work plan to successfully complete the Cycle.

The City has limited staffing currently devoted to PB: both the Analyst and Clerk positions that would be assigned to support PB are vacant and "frozen" for hiring this fiscal year. It is therefore expected that PB will require work performed directly by the steering committee members and/or volunteers from the public to be successful this upcoming cycle.

Fiscally, PB was previously allocated \$500,000 in the current City budget, and will be allocated \$268,848.70 of previous project funding that was reclaimed by action of City Council on January 13, 2026. With the current fiscal challenges the City faces going into the 2026-2027 fiscal year, the status of the additional \$500,000 for PB is unknown at this time.

ATTACHMENTS

| | |
|----|---------------------------------|
| 1. | PB Rulebook 2025-26 |
| 2. | Prior Cycle Documents to Review |

CONTACT

Jason Ackley, PBSC Secretary (707) 648-4577
Jason.Ackley@cityofvallejo.net

Participatory Budgeting in Vallejo Rulebook

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Participatory Budgeting in Vallejo

In 2012, the Vallejo City Council established the first city-wide Participatory Budgeting (PB) process in the United States. Through PB, Vallejo residents and stakeholders develop project proposals in collaboration with City staff, residents vote on projects, and the list of the projects that receive the most votes are submitted to City Council for consideration as part of the annual City budget.

Applying Community Development Block Grant (CDBG) rules and guidelines that target low- to moderate-income residents, a minimum of twenty percent (20%) of the allocated Measure B funding for PB projects shall be designated for program and service proposals receiving the most votes. A maximum of eighty percent (80%) of the allocated Measure B funding for PB projects shall be designated for capital infrastructure and durable projects.

Goals

1. Improve our city

- Improve the infrastructure of the City, assist in enhancing the public safety of citizens, and to improve the quality of life for residents through the creation of and payment for projects without the expenditure of Measure B funds for salary expenses.
- Build a new spirit of civic pride and raise the profile of Vallejo on the regional, state, and national levels.

2. Engage our community

- Ensure that all members of our community have a voice.
 - Engage those who are traditionally underrepresented in politics, who face obstacles to participating, or who feel disillusioned with the political process.
 - Increase public involvement in civic life in Vallejo.
- ### 3. Transform our democracy
- Empower Vallejoans with the skills and knowledge they need to shape our city's future.
 - Build leadership from the bottom up and forge deeper ties between residents, neighborhoods, and communities.
- ### 4. Open up government
- Increase transparency and accountability of local government to community stakeholders.
 - Improve communication and collaboration between local government and the community.
 - Support a framework within government for decision-making that promotes a more just and equitable city.

Project Eligibility

Projects are eligible for placement on the ballot if they meet the following criteria:

- **Provide primary benefit for the public-at-large (or a subset group that is not delineated by exclusive or paid membership in a group, organization, or by participation in a specific activity).** Projects that only benefit private individuals are not eligible. Projects may not result in a 'gift of public funds' to individuals (See Cal. Const. Art. XVI § 6) and must serve a public use or purpose. Generally, this means that the project results in a direct/primary concrete or quantifiable service or benefit to the public.
- **Provide a tangible, permanent benefit that allows for broad public access.** This includes a long-term plan to maximize benefit for the full utility of acquired assets (typically sustainable beyond the 12-16 month implementation timeline). This criterion may not always apply to program and service project proposals that otherwise meet existing CDBG guidelines.

- **Are designed to accomplish their goals and fulfill their purpose using funds from this year’s PB process.** Projects may not obligate the City to ongoing funding beyond the PB allocation. If other funding sources are needed to accomplish the project goals, those funds must be secured prior to submission for City review and vetting.
- **Are capital infrastructure, capital improvement, durable acquisition, or program and service projects.**
 - Capital Infrastructure/improvement and/or durable acquisition projects for public purposes, on public property owned by the City of Vallejo within incorporated City limits, and implemented by the City of Vallejo and/or a public agency that manages City-owned property are eligible for funding.
 - Program and service projects implemented by a public agency and/or pre-qualified 501(c)3 non-profit organization are eligible for a maximum of (20%) of Measure B funding allocated through Vallejo’s PB process. All program and service project proposals must meet the existing City-implemented CDBG guidelines and qualifications; the City must be able to document that all program recipients reside within incorporated City limits, and that at least 51% of program recipients are low- or moderate-income. Funding cannot cover administrative, overhead, or routine maintenance costs.
 - Individual proposals may propose either capital infrastructure/durables or programs and services, but not a combination.
- A minimum of 20% of available project funding is allocated for program & service projects; if/when the 20% minimum has been reached, remaining funding will fall to the next highest vote-getting project(s).
- A maximum of 80% of Measure B funding may be allocated to capital infrastructure/durable projects.
 - Regardless of the total amount of allocated funding, no more than a maximum of 30% may be allocated per capital infrastructure/durable project.

| PB ALLOCATION & ELIGIBILITY | | |
|--|---|---|
| Projects | Programs & Services | Capital Infrastructure & Durables |
| How Much | Minimum 20% of PB Project Allocation (Estimated \$200,000*) | Maximum 80% of PB Project Allocation (Estimated \$800,000*) |
| Funding Source | Minimum 20% of Measure B | Maximum 80% of Measure B |
| Where | Public and/or Private Property within incorporated City limits | Public Property owned by City within incorporated City limits |
| Implemented by: | Public Agency and/or 501(c)3 nonprofit | City of Vallejo and/or Public Agency managing City-owned property |
| Who Benefits: | Incorporated City residents, at least 51% low- to moderate-income | All Vallejoans |
| Min/Max per project | 3% min 7.5% max | 3% min 30% max |
| When | Beginning in July 2022 | Beginning in July 2022 |
| <small>* Measure B funding amount determined by Vallejo City Council as part of the Annual Budget +The eligibility allocation amounts are proposed by the Participatory Budgeting Steering Committee and are left to the discretion of the City Council</small> | | |

In addition to these criteria, the following rules apply to projects:

- Projects may not result in the private benefit of individuals or confer value to a non-public entity. Examples of these types of ineligible projects could include purchasing assets for a non-public entity that generate net revenue for a private entity, non-profit organization, or individual(s) that exceeds the costs of the program in which that revenue was generated.
- Future sustainability of a project must not be contingent on market- or demand-driven revenue streams. Examples of these types of

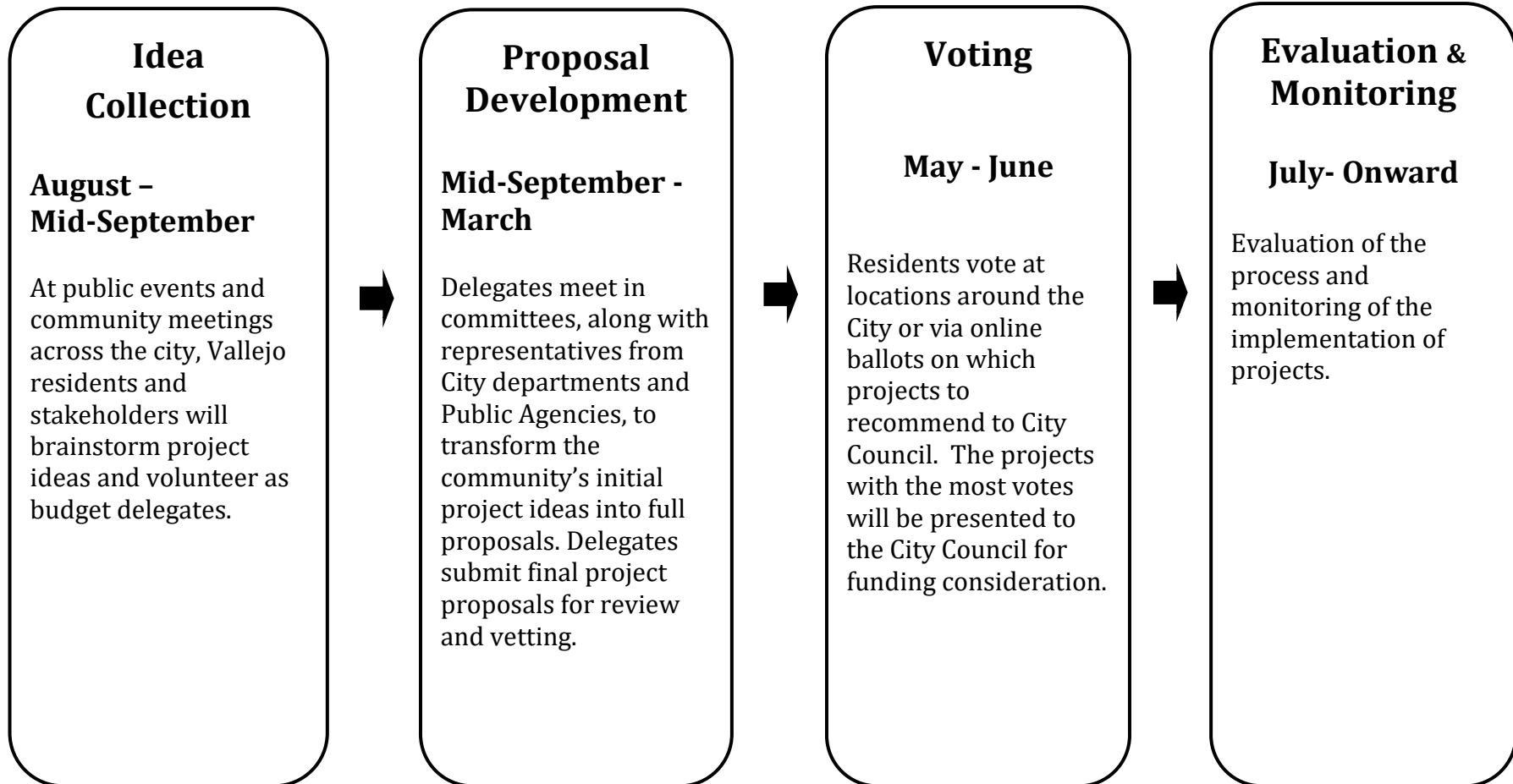
ineligible projects could include start-ups or enterprise-driven non-profits.

- Projects must not require a change in City or public agency policy in order to be implemented and achieve the goals outlined in the proposal. Examples of these types of ineligible projects could include studies, ordinance development, or campaigns.
- Projects implemented by non-City public agencies must also include financial or value in-kind contributions from the agency, in addition to “PB funding.”
- To comply with California Government Code § 1090, Budget Delegates who develop projects may not receive any financial benefit from funds disbursed.
 - City staff may not initiate, be the main representative of or participate in projects where they will receive a personal benefit.
- For non-City implementing partners, funding may be used for skilled and/or limited-term labor, but cannot be used to cover administration, overhead, or to fund an ongoing position. Funds will be distributed upfront. Recipients will be required to provide quarterly progress reports.
- Projects may not promote religious views or beliefs.
- Projects must be fully eligible and approved by the City Manager, or designee, in consultation with the City Attorney, before being placed on the ballot. A fully eligible project must contain the following:
 - Sufficient details to understand the purpose and intent of the project.
 - Identification of Public Benefit(s)
 - Proposed Beneficiary(ies)
 - Total estimated budget, including the cost to fully implement the project to completion (i.e. bidding, staff, in-kind contribution, etc.), documented by a contractor bid, vendor quote, or other full-cost estimate
 - Timeframe for project completion
- Proposals with a non-public agency as implementing partner, or with potential non-profit subcontractors, must be identified and pre-qualified on or before the First Stage Review.

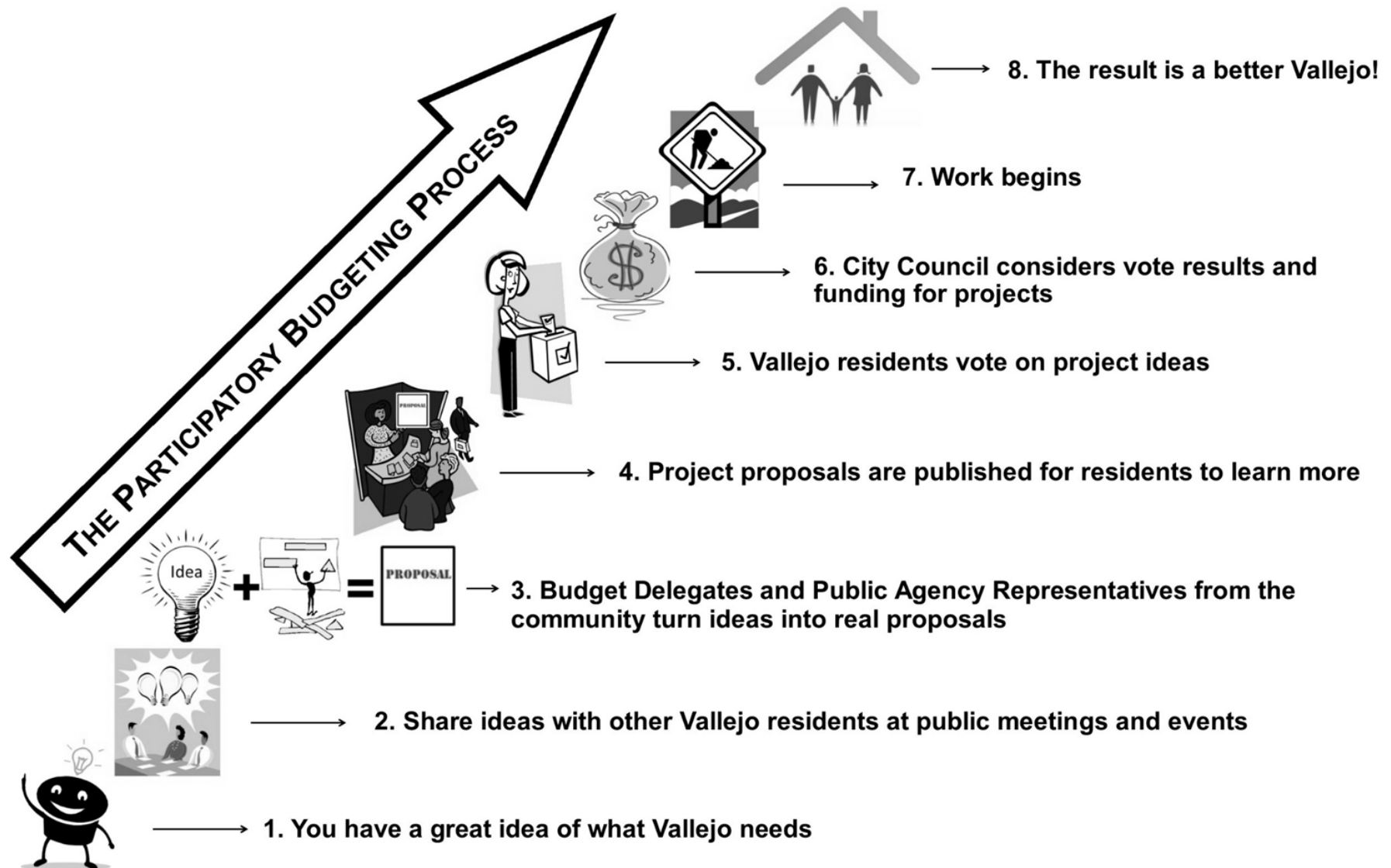
- Qualification guidelines for 501(c)3 nonprofit organizations seeking funding for a program and/or service will be developed and released by the City prior to the Idea Collection Phase.
- Non-City public agencies must submit a letter of interest regarding specific proposals on or before the First Stage Review in order to be considered during review and vetting.
- Final project determination for ballot placement will be made by the Steering Committee.

Timeline: What happens when?

PB has four main stages:



Rules: How does it work?



Idea Collection

- Budget Assemblies are public events where project ideas are collected and will seek to reflect Vallejo's diversity and include all segments of the community. Assemblies can occur at existing public events, festivals, schools, places of worship, or online, and are facilitated by City staff, Steering Committee members, and volunteers.
- Where possible and appropriate, City staff and the PB Steering Committee will provide Spanish and Filipino translation of materials, which may include interpretation at public events.
- Project proposals and ideas from previous PB Cycles can be considered for the current cycle. All proposals require confirmation with the project partner, are subject to evaluation by Delegates and vetting through the 3-stage Review process.

Proposal Development

- All budget delegates and public agencies representatives must attend an orientation session and project proposal workshop.
- At the orientation sessions, volunteer delegates may join a committee to discuss and develop project proposals for a certain issue area. Delegates may join more than one committee.
 - Committees may consist of volunteer delegates and representatives from relevant City and public agency staff.
 - Issue committees may include but are not limited to:
 - Parks, Recreation & Art
 - Public Infrastructure, Safety & Transportation
 - Education, Training & Social Services
- Demographic subcommittees may be formed to ensure maximum participation from people who might not otherwise participate, including: Youth, Seniors, Spanish-Speakers, and members of the Filipino and African American communities. At least four delegates must sign up before a demographic subcommittee can be formed. Subcommittees will work between issue committees to address the

needs, concerns and unique circumstances of specific demographic groups.

- Any resident of Vallejo, its unincorporated areas, or stakeholders in Vallejo - people who physically work in Vallejo, own a business in Vallejo, attend school in Vallejo, or are parents of children who attend school in Vallejo - may participate.
- The Steering Committee, Budget Delegates and Public Agency Representatives will strive to minimize the total number of projects by combining projects that address a similar public need, vetting projects that do not meet the eligibility criteria and rules, and/or prioritizing projects based on greatest need and benefit. A fully eligible project must also undergo a three-stage review and vetting process, with exact dates to be determined by the City Manager's designee(s) and the Steering Committee prior to the start of the Delegate phase.
- **First Stage Review:** Budget Delegates and Public Agency Representatives shall submit to the City a completed proposal template or summary (approximately 500 words) for each project, not to exceed 40 total project proposals. City staff and a subcommittee of the Steering Committee will provide general feedback on eligibility issues and concerns but will make no binding determinations.

In order to be eligible for possible funding at the conclusion of the cycle, implementing partners and/or any 501(c)3 non-profit organizations (including potential non-profit subcontractors) who may seek to implement project proposals must submit a prequalification application and letter of interest to the City on or before the First Stage Review. All public agencies who may be implementing partners must submit a letter of interest for each proposed project on or before the First Stage Review.

Project proposals or non-City implementing partners that do not undergo this First Stage Review are ineligible for continued development or funding in the current cycle.

- **Second Stage Vetting:** Budget Delegates shall submit to the Steering Committee (or a subcommittee) a maximum of 20 fully-

eligible project proposals. City staff will provide extensive feedback and revision requests to the Budget Delegates.

Where needed, City staff and Budget Delegates shall meet and discuss the eligibility determination in an attempt to gain mutual understanding and seek avenues to alter the project proposal for a more favorable outcome.

Ultimately, the City Manager, in consultation with the City Attorney, shall make final determinations on whether project proposals are eligible for the Third Stage Review of the PB ballot. Project proposals deemed ineligible in the Second Stage Vetting may no longer be developed in the current cycle's process and cannot be submitted for Third Stage Review.

- **Third Stage Review:** Budget Delegates in collaboration with supporting Public Agency Representatives shall submit their City staff approved and updated final proposals for review by the Steering Committee.

The Steering Committee will conduct a final ranking of the proposals. Proposals and their feedback letters will be presented to the Steering Committee anonymously. The ranking will determine the final twelve proposals for the ballot.

A maximum of 12 eligible project proposals that include final ballot language will be presented to the public

After the City has reviewed the final project proposals, they may not be altered or combined, except under extraordinary circumstances as determined by the City Manager, or designee.

Voting

- Budget delegates can present final project proposals to the community at public events and meetings. Participants will abide by Campaign Guidelines as determined by the Steering Committee and the City Manager, or designee.
- The PB ballot shall not contain more than 12 project proposals.
- Each voter may cast one vote per project proposal. Voters may cast votes for up to 20% of the total number of proposals on the ballot

(rounded up to the nearest whole number). For example, on a ballot with 12 proposals, each voter may vote for up to 3 projects.

- People are eligible to vote for projects if they:
 1. are at least 14 years old, *or*
 - Budget delegates who have committed their time to the process but are under the minimum voting age are also eligible
 2. are residents of Vallejo or its unincorporated areas.
- The Steering Committee and City staff will research the logistics of implementing alternative voting methods, including, but not limited to:
 - An online voting platform that allows Vallejo residents to be authenticated and vote remotely
 - Voting by mail
 - Voting in person at the City Manager's Office
 - Voting at non-PB community events
- At the time of voting, voters must verify they satisfy the eligibility requirements, which will be publicized prior to the vote. A comprehensive verification process that protects the public's privacy and choice will occur before final vote results are announced. Ballots that do not satisfy the eligibility requirements will be eliminated.
- Voting opportunities will take place on multiple days and in multiple locations. Each voter can vote on one occasion.
- No campaigning will be allowed at polling locations.
- The Steering Committee will determine the structure of the ballot with input from the City Manager, or designee.
- City staff, the PB Steering Committee, and appropriate partners will conduct ballot "readability" tests of different ballot designs prior to the vote to minimize confusion among voters.

Consideration of Project Funding by the City Council

- Upon completion of the public voting process, the results of the balloting will be brought before the City Council for consideration. The City Council will have the discretion to approve which projects

are funded, the amount of funding, and conditions (if any) placed upon the use of approved funds.

- If there is a tie, or if the available funds do not cover the cost of the next highest vote-getting project, subject to available resources and the discretion of the City or other agencies, the City Council may attempt to secure additional money to complete the project(s), partially fund the next highest vote-getting project, or split the remaining funding between any tied projects. If the project(s) cannot be completed with partial funds, the remaining funds will go to the project with the next most votes that can be fully funded, or into a reserve fund.
- A minimum of 20% of available project funding is allocated for Program & Service projects; if/when the minimum 20% has been reached, remaining funding will fall to the next highest vote-getting project(s).

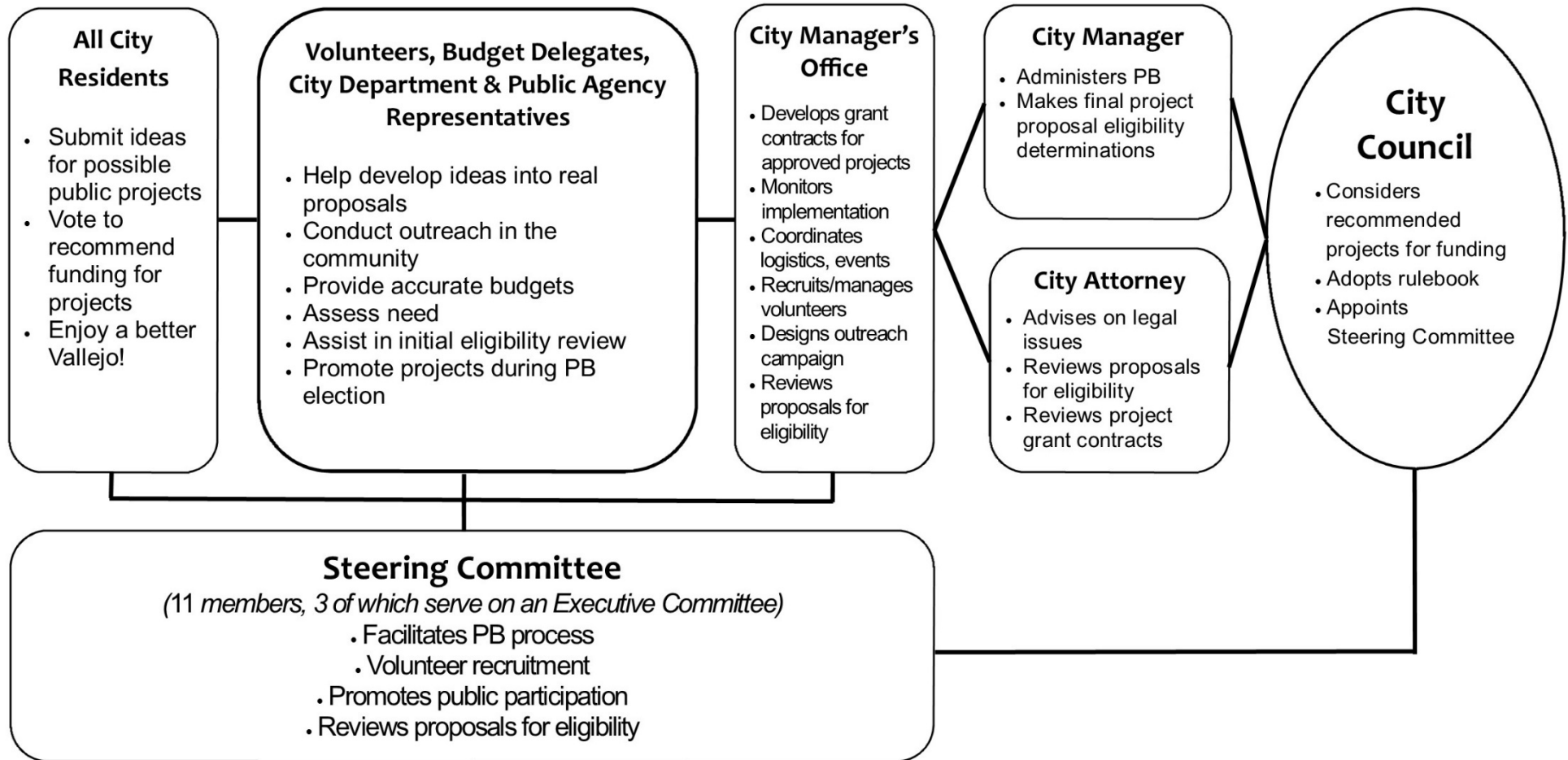
Monitoring of Funded Projects

- After the vote, a monitoring subcommittee of Steering Committee members will be established to monitor the implementation of funded projects.

Amendments

- The Steering Committee may propose changes to the Rulebook with approval from a quorum of the Committee, and final approval by the City Council. The City Council may make changes to the Rulebook via a majority vote.

Roles & Responsibilities: Who does what?



There is a role for everyone in participatory budgeting, but different people have different roles and responsibilities, based partly on their stake in the community and their time commitment to the process. We encourage every community stakeholder to both participate and encourage others in the community to participate.

Vallejo Residents and Stakeholders

Anyone can participate in the process to:

- Identify local problems and needs
- Propose project ideas
- Volunteer to serve as budget delegates
- Mobilize Vallejo residents and stakeholders to participate
- Vote on project proposals, *if a Vallejo resident*

Budget Delegates

Budget delegates do the work necessary to turn community ideas into real projects.

- Attend a Budget Delegate Orientation and a Project Proposal Workshop.
- Collaboratively discuss, categorize, and prioritize initial project ideas.
- With their issue committee, collaboratively make initial determination on project proposal eligibility prior to development, with assistance from the Steering Committee and staff.
- Assess need and benefit when determining which eligible project proposals will/will not be resubmitted at different stages of review.
- Consult with Vallejo residents and stakeholders on project proposals.
- Help develop full project proposals that address needs and have a broad impact on the community.
- Responsible for developing all proposals within the issue committee.
- Prepare project posters and presentations.
- Mobilize Vallejo residents and stakeholders, conduct outreach.
- Monitor project implementation and evaluate the PB process

- Develop accurate and precise implementation budgets during development process

Facilitators

Facilitators help residents participate effectively in committee meetings. They are neutral parties that do not advocate for particular projects.

- Facilitate group discussions and meetings, and ensure that all participants are able to contribute
- Serve as the main point of contact between the City Manager (or designee), the PB Steering Committee, and delegates, helping to coordinate communication and resolve conflicts
- Connect delegates with information and resources, as well as liaise with City staff
- Ensure that notes are taken at meetings and distributed afterward
- Support delegates in researching, assessing and developing proposals, based on criteria that include feasibility, need and benefit

City Manager Designee

The City Manager Designee will be the main person(s) responsible for coordinating the PB process with input and assistance from the Steering Committee.

- Serve as a point of contact between the City and the PB Process
- Coordinate PB outreach efforts
- Serve as staff liaison to the PB Steering Committee and enforce Brown Act rules.
- Recruit and coordinate volunteers
- Create qualifications check-list based on this Rule Book
- Create implementing partner eligibility check-list
- Create a pre-qualification application for non-public implementing entities that reflects Vallejo-specific CDBG eligibility and requirements.
- Reserve space for assemblies and meetings
- Arrange food, childcare, and interpretation for assemblies and meetings

- Present information on the City’s budget and past spending, including monthly updates on the operating budget and PB expenses.
- Distribute promotional materials
- Serve as liaison between PB participants and City
- Present implementation analysis and plan for voter-recommended project proposals to the City Council for consideration
- Present updates to the City Council

City and Agency Staff

- Assess feasibility and legality of project proposals
- Provide cost estimates for project proposals
- Offer feedback on project proposals
- Provide a liaison to attend delegate meetings

Vallejo City Council

- Establish the PB process
- Appoint the Steering Committee
- Appoint three (3) alternates to the Steering Committee (one organization and one at-large) who will automatically fill vacant positions should they become available during the current PB cycle.
- Take action on the Rulebook
- Consider funding for the projects prioritized by voters

City Council Liaisons

City Council will select two liaisons to the Steering Committee.

- Provide support to the Steering Committee
- Facilitate communication between the Steering Committee and City Council
- Report back to City Council on PB updates

Steering Committee

A Steering Committee coordinates PB Vallejo. The committee is composed of up to 11 members, which could include a combination of civic organizational seats and at-large seats.

The City Council appoints all seats (primary, secondary, and alternates) to the Steering Committee. The City Council shall appoint three (3) alternate members to the PBSC who will not have member privileges unless they fill a vacancy that has become available. SC members will serve two (2) PB cycles. A cycle is defined as beginning before budget assemblies and ending after the vote.

PBSC members shall annually elect a Chairperson and two (2) executive committee members to serve on a 3-member Executive Committee. 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

Steering Committee meetings will be held in compliance with the open meeting requirements of the Ralph M. Brown Act. Roles and responsibilities of the PBSC include:

- Design and oversee the PB process
- Distribute promotional materials
- Promote PB in their organizations and at community events
- Volunteer for assistance at 1/3 of public meetings, events, outreach efforts, voting sites, committee facilitation, and other PB-related events
- PBSC members with three unexcused absences of regular PBSC meetings in a 12-month period shall be disqualified from the PBSC and replaced by an alternate. (For organizational members, attendance of a secondary representative shall not be considered an absence). PBSC members may have one excused absence in a 12-month period. A City Manager designee shall contact member civic organizations or at-large members with two unexcused regular meetings absences. Enforcing attendance rules shall be a responsibility of the Steering Committee leadership.

- Steering Committee members may be assigned as liaisons or facilitators to Budget Delegate committees, but may not participate as budget delegates. Liaisons provide technical support to Budget Delegates during proposal development, provide informational updates on Delegate Committees' progress to the Steering Committee, and connect Budget Delegates with resources. Steering Committee members may not advocate for specific projects.
- Recruit volunteers, organizations and community stakeholders to assist with the PB process
- Mobilize Vallejo residents and stakeholders to actively participate in the process
- Assist City Manager Designee in arranging food, childcare, and interpretation for assemblies and meetings
- Meet with City Manager, staff, and Budget Delegates if concerns arise over project proposal vetting determinations
- Assist City Manager Designee in preparing voter-recommended project priorities for City Council consideration
- Evaluate the PB process
- Recommend rulebook revisions to the City Council
- Monitor project implementation
- Set meeting agendas through individual or group requests via the Steering Committee leadership at least seven days prior to meetings.
- Rank final proposals for project ballot

Steering Committee meetings are held in compliance with the open meeting requirements of the Ralph M. Brown Act. Whenever possible, the Steering Committee will make decisions by consensus. If consensus is not reached, decisions will be made by a formal vote and approved only by a quorum.

SC civic organization members must provide name(s) and contact information of their representative(s) to the City Manager, or designee, via a letter pledging their interests. Organizational members have the option to nominate a secondary representative. If the civic

organization's primary representative cannot attend, the named secondary representative must.

All members (primary or secondary) must submit the City of Vallejo's Conflict of Interest of Form 700. PBSC members who do not submit a Form 700 shall be disqualified from the PBSC and replaced by an alternate, as designated by City Council.

An updated list of individuals and organizations who serve on the Steering Committee can be reviewed on the City's [website](http://pbvallejo.org). (pbvallejo.org)



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



WHAT is your project idea? _____

WHY is it needed? _____

WHO will implement/cost? **
optional

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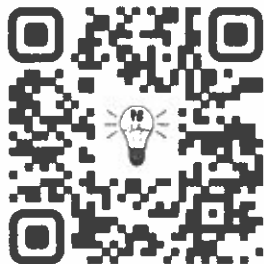
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*** All contact information is OPTIONAL. ***

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

*** All contact information is OPTIONAL. ***

NAME: _____

PHONE: _____

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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
- 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



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 Improvement¹ and/or Durable²
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)

¹ 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.

² 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

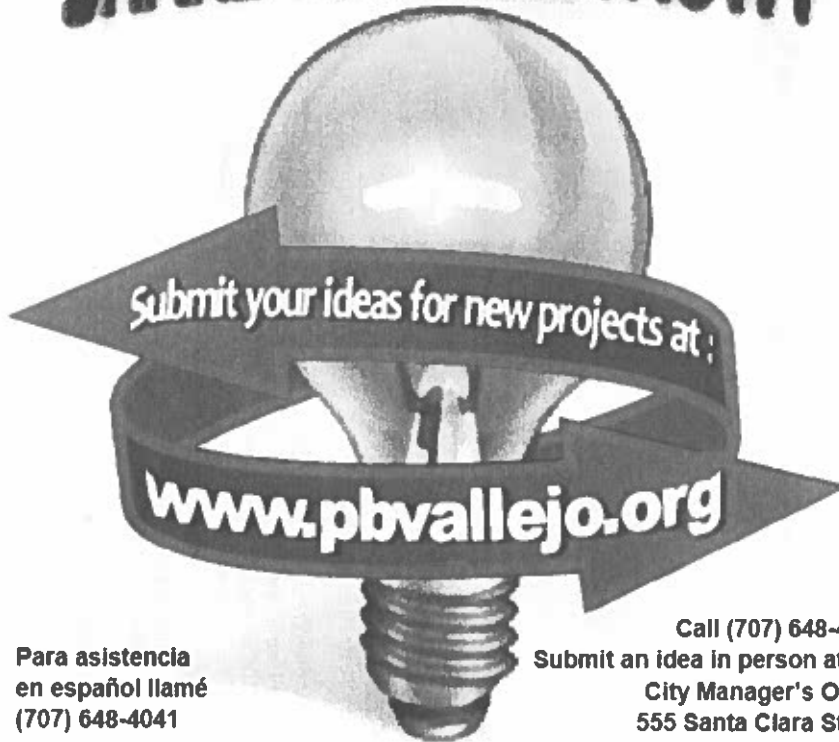


Since 2013,
Vallejo residents
selected
56 projects
totaling

\$9.3 MILLION



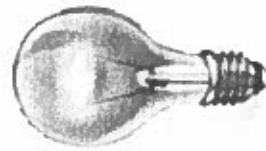
SHARE YOUR IDEA NOW!



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

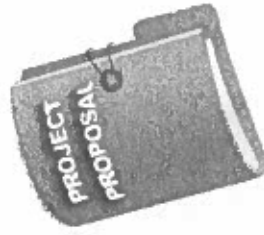
What is Participatory Budgeting?



Brainstorm Ideas

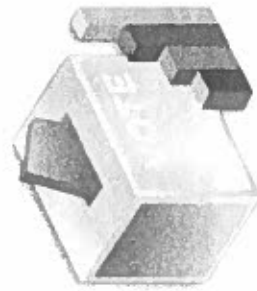
Vallejo residents identify community needs and submit their ideas online, or in person.

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

Follow us:



Participatory Budgeting Vallejo

pb_vallejo



PB_Vallejo

Participatory Budgeting



Presupuesto Participativo



Desde 2013,
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¡COMPARTE TU IDEA AHORITA!



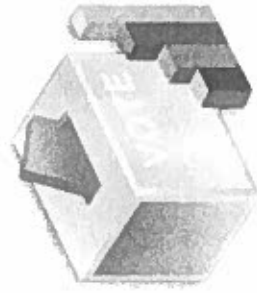
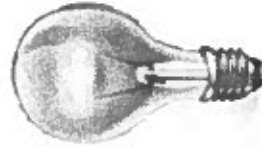
Comparte tus ideas para nuevos proyectos en:

www.pbvallejo.org

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

Síguenos:



Participatory Budgeting Vallejo



pb_vallejo



PB_Vallejo



Participatory Budgeting

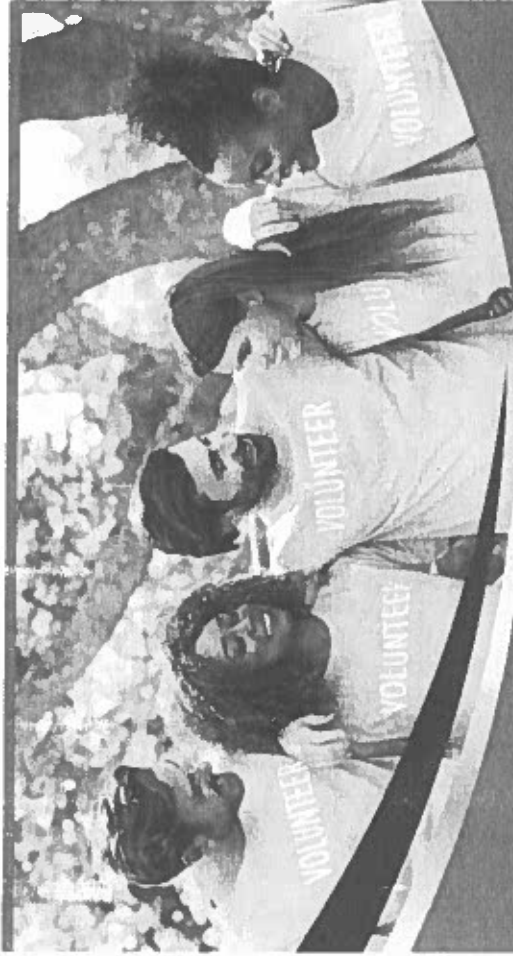


VOLUNTEERS NEEDED!

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

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)

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.

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>

PARTICIPATORY BUDGETING CYCLE 8



MYVALLEJO.COM/PB8



2026 City Sponsored Event List

| Event Date | Event Name | Event Hours | Location |
|-----------------|---|-------------|------------------------|
| 1/30 - 2/1/2026 | Winged Migration Expo | 10-4p | Bldg 69 |
| 1/19/2026 | MLK Day Parade | 9a - 12p | Tennessee St to Hogan |
| 2/13/2026 | 2nd Friday ArtWalk | 5p - 9p | Downtown |
| 2/13/2026 | Meat Carneval | 6:30p - 10p | 1084 Nimitz |
| 2/28/2026 | Black History Month Block Party | 11a - 6p | 200 Block Georgia St. |
| 3/13/2026 | 2nd Friday ArtWalk | 5p - 9p | Downtown |
| 3/13/2026 | Meat Carneval | 6:30p - 10p | 1084 Nimitz |
| 3/21/2026 | iHart Health & Wellness Fair | 11a-4p | 1 Florida St. |
| 3/28/2026 | Chelu Car Club Show | 10a-6p | Mare Island Way |
| 4/2/2026 | Butler Amusements Carnival | TBD | BKWP |
| 4/4/2026 | Vallejo Watershed Alliance Museum Exhibit | 4p - 7p | 734 Marin St. |
| 4/10/2026 | 2nd Friday ArtWalk | 5p - 9p | Downtown |
| 4/12/2026 | Love in Action Community Resource Fair | 12p - 5p | 912 Tennessee St |
| 4/17/2026 | Meat Carneval | 6:30p - 10p | 1084 Nimitz |
| 4/18/2026 | Ferry Fest - Historic Core | 11a - 6p | Mare Island |
| 4/25/2026 | Earth Daze | 10a-4p | Virginia St. |
| 4/26/2026 | St. Vincent Ferrer Parish Festival | 8a-5p | 420 Florida St. |
| 4/26/2026 | Decked Out at the Quarters | 12p - 5p | 1015 Walnut Ave |
| 5/2/2026 | Aloha Festival | TBD | MI Promenade |
| 5/3/2026 | Girls on the Run | 6a-12:30p | Mare Island Way |
| 5/10/2026 | 2nd Friday ArtWalk | 5p-9p | Downtown |
| 5/16/2026 | Latin Music Festival | TBD | MI Promenade |
| 6/1/2026 | PRIDE FLAG RAISING | 10:30 AM | City Hall Steps |
| 6/6/2026 | Pista sa Nayon | 10a-4p | MI Promenade |
| 6/12/2026 | 2nd Friday ArtWalk | 5p-9p | downtown |
| 6/12/2026 | PG&E / IBEW Cal Line Clearance Competitiion | 7a - 6p | Alden Park |
| 6/13/2026 | 2nd Saturday PopUp Market | 11a-4p | BKWP |
| 6/14/2026 | Vallejo Peoples Garden Butterfly event | TBD | Vallejo Peoples Garden |
| 6/20/2026 | Juneteenth | 10a-4p | BKWP |
| 6/27/2026 | 1/2 Marathon, 10k, 5k | TBD | MI Promenade |
| 7/4/2026 | MI Spirit Ship Drone Show | 9p-10p | MI Promenade |
| 7/4/2026 | 4th of July Parade | 10a-1p | Downtown |
| 7/10/2026 | 2nd Friday ArtWalk | 5p-9p | Downtown |
| 7/11/2026 | 2nd Saturday PopUp Market | 4p 9p | |
| 7/18-19/2026 | BWOPA Jazz Festival | 11a - 8p | BKWP |
| 8/1/2026 | The Outlet Art Show | TBD | Mare Island Promenade |
| 8/8/2026 | 2nd Saturday PopUp Market | 11a - 4p | BKWP |
| 8/14/2026 | 2nd Friday ArtWalk | 5p-9p | Downtown |
| 9/11/2026 | 2nd Friday ArtWalk | 5p-9p | Downtown |
| 9/13/2026 | Founders Day | | Mare Island |
| 9/19/2026 | Solano Constitution Discussion Group | TBD | Mare Island |
| 9/25-27/26 | Makers Faire | 10a-6p | Mare Island |
| 10/6/2026 | National Night Out | 5p-9p | Various |
| 10/9/2026 | 2nd Friday ArtWalk | 5p-9p | Downtown |
| 10/24/2026 | Mare Island Halloween Block Party | 4p -8p | Mare Island |
| 10/31/2026 | EMILY MUNROE BLOCK PARTY | TBD | Nebraska St. |

| | | | |
|------------|--|---------|--------------|
| 11/13/2026 | 2nd Friday ArtWalk | 5p-9p | Downtown |
| 12/11/2026 | 2nd Friday ArtWalk | 5p-9p | Downtown |
| 12/4/2026 | MI Light Night Celebration | 5p-8p | MI Promenade |
| 12/5/2026 | Mad Hatter Holiday Parade & Treelighting | 4p-8p | Downtown |
| Saturday's | Vallejo Farmers Market | 9a - 2p | Downtown |

** HIGHLIGHTS = TABLING OPPORTUNITY