



**MINUTES
PARTICIPATORY BUDGETING
STEERING COMMITTEE
REGULAR MEETING VIA TELECONFERENCE**

JANUARY 21, 2021

1. CALL TO ORDER

The meeting was called to order at 6:46 PM

2. PLEDGE OF ALLEGIANCE

Chair Baisden

3. WELCOME & INTRODUCTIONS

Chair Baisden provided opening remarks and welcomed the Participatory Budgeting Steering Committee (PBSC). Present PBSC members introduced themselves.

4. ADMINISTRATION OF OATH OF OFFICE TO NEW COMMISSIONERS

Council Liaison Diaz administered the oath to new Commissioners; Alicia Griffin, Pat Hunter, Ruscal Cayangyang, and Emily Parker.

5. ROLL CALL

Present: Patricia Baisden, Lynda Daniels, Patricia Hunter, Jasmine Salmeron, Alicia Griffin, Judy Thomas, Kelly Browning, Emily Parker, Ruscal Cayangyang, Council Liaison Mina Diaz.

Absent: Ylonda Calloway

Staff Present: Felicia Flores, Administrative Analyst II, and Flor Magallanes, Administrative Clerk I.

6. COMMUNITY FORUM

Speakers: David Belef

7. CITY COUNCIL LIASION REPORT

None

8. AGENDA APPROVAL

Action: Moved by Chair Daniels, seconded by Commissioner Cayangyang, and carried with unanimous approval of the Agenda as presented with the correction on Item 6 to edit, "Beautification Commission" to Participatory Budgeting Steering Committee.

9. APPROVAL OF MINUTES

Action: Moved by Chair Salmeron, seconded by Commissioner Cayangyang, and carried with unanimous approval of the 02/20/2020 PBSC Regular Meeting Minutes as presented. Council Liaison Diaz abstained.

10. PROGRAM STATUS AND UPDATES

City provided the PBSC with a current status update of the PB program since its temporary adjournment in response to the COVID-19 pandemic and allowed for the Steering Committee's open discussion.

A. Program Status

Administrative Clerk I, Flor Magallanes provided a PB status update since the Proposal Development and Vote phases were paused due to the COVID-19 emergency.

B. Administrative Updates

Presentation of Administrative Updates by Felicia Flores, Administrative Analyst II, detailing past winning projects current implementation statuses.



MINUTES PARTICIPATORY BUDGETING STEERING COMMITTEE REGULAR MEETING VIA TELECONFERENCE

JANUARY 21, 2021

C. Project Updates

Felicia Flores, Administrative Analyst II, shared with the PBSC a comprehensive spreadsheet of winning projects and requested future PBSC direction for unspent remaining project funds.

11. CYCLE 7 DISCUSSION

Staff updated the committee on interconnected decision points and requested feedback so that recommendations can be brought to a future meeting for action. The topics for discussion included:

A. Cycle 7 Project Proposals

Staff requested direction as it pertains to revisiting the final twelve proposals that were intended for the Cycle 7 ballot given, that the proposals were developed prior to the COVID-19 emergency. PBSC requested that Felicia Flores follow up with Budget Delegates as well as Implementing Partners to discuss necessary revisions with consideration of the new environment as a result of the pandemic.

B. Vote Timing and Process

Staff requested direction from PBSC for future recommendations for the Cycle 7 vote's commencement with consideration of proposal revisions and reduced fund allocation.

C. Cycle Schedule

Staff informed the PBSC that upcoming recommendations would ultimately modify how the traditional Vallejo PB process would be implemented.

D. Funding Allocation

The Fiscal Year 20-21 budget called for the reduction of discretionary spending to help stave off financial impacts associated with COVID.

The PBSC was informed of the Cycle 7 project allocation reduction from \$1,000,000 allocation to \$500,000. The PBSC discussed options for moving forward with the Cycle 7 Vote process as well as the possibility of a reduction of Cycle 7 Proposals on the ballot pending the aforementioned Item 11A. revisions.

The PBSC asked that Staff reach out to the Cycle 7 budget delegates to request updated proposals given COVID impacts to services and programs. Updated proposals will be reviewed at a future meeting, at which time the PBSC will determine how to proceed with Cycle 7.

12. FUTURE OF PARTICIPATORY BUDGETING

Staff shared upcoming topics related to the direction of the program.

A. Potential New Software

For the past couple of months, Staff have been researching online software that can be used for community engagement and outreach as well as used to facilitate PB voting and project updates.

B. Potential Programmatic Changes

As the PBSC continues to meet and have discussions, programmatic changes will need to be made to adjust for COVID and other related program changes. The decisions made by the group may warrant a need to revisit the program and make more significant changes.



**MINUTES
PARTICIPATORY BUDGETING
STEERING COMMITTEE
REGULAR MEETING VIA TELECONFERENCE**

JANUARY 21, 2021

13. ADJOURNMENT

The meeting adjourned at 8:34 PM.