



**VALLEJO SISTER CITY COMMISSION  
REGULAR MEETING AT 5:30 PM**

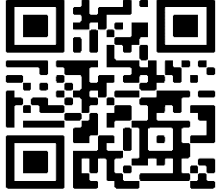

**APRIL 21, 2025**

**COMMISSIONERS**

Elissa Shanks-Stewart (Chair)  
Paul Lamb (Vice Chair)  
Emanuel Andreas  
Paul Ligda  
Yajaira Rubio Machado  
Norma Placido  
Pelton Stewart

**HYBRID MEETING**  
[www.Cityofvallejo.net](http://www.Cityofvallejo.net)

**Vallejo Room (Lower-Level JFK Library)  
505 Santa Clara Street  
Vallejo, CA 94590**

<p><b>NOTICE:</b> 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 City Council 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>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></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> 
<p><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: 851 502 7190# Meeting Password: 131313</p>	<p><b><u>Option to Join by Phone</u></b> Dial (669) 900-6833 Enter Meeting ID: 851 502 7190# 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>	
	<p>The Vallejo Meeting Facility 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 via email to Erik Rzomp, Staff Secretary at <a href="mailto:Erik.Rzomp@cityofvallejo.net">Erik.Rzomp@cityofvallejo.net</a> or via phone by calling (707) 648-4377 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</p>

## AGENDA

**1 CALL TO ORDER**

**2 PLEDGE OF ALLEGIANCE**

**3 ROLL CALL**

**4 THANK YOU TO THE NATIVE TRIBES**

We pause to commemorate the Native American Tribes upon whose land our city was built: The Patwin Tribes, the Coastal Miwoks, the Suisunes, and the Karkins.

**5 COMMUNICATIONS**

**A REPORT FROM EXECUTIVE ASSISTANT TO THE MAYOR, SECRETARY TO THE COMMISSION**

**B REPORT FROM COUNCIL LIAISON TO THE VALLEJO SISTER CITY COMMISSION**

**C REPORT FROM THE CHAIR OF THE VALLEJO SISTER CITY COMMISSION**

**6 COMMUNITY FORUM**

**7 CONSENT CALENDAR AND APPROVAL OF AGENDA**

**A APPROVAL OF MINUTES AND AGENDA**

Recommendation: By motion approve the agenda for the February 19, 2025, Special meeting of the Sister City Commission and approve the minutes from the December 16, 2024, Regular Meeting of the Vallejo Sister City Commission.

Contact: Erik Rzomp, Executive Secretary (707) 648-4377

[Erik.Rzomp@cityofvallejo.net](mailto:Erik.Rzomp@cityofvallejo.net)

**8 OLD BUSINESS**

**A RECORDKEEPING SUBCOMMITTEE: ACCEPT FINAL POLICY DRAFT AND USE TO MAKE A RECOMMENDATION TO THE CITY COUNCIL FOR THE RETENTION OF SISTER CITY RECORDS.**

Recommendation: Accept the final draft and recommend including the identified Sister City records in the City's record retention schedule.

**B GIFT POLICY SUBCOMMITTEE: REVIEW AND MAKE A RECOMMENDATION TO THE CITY COUNCIL A FINAL DRAFT GIFT POLICY FOR SISTER CITIES GIFTS FOR CONSIDERATION OF ULTIMATE INCORPORATION INTO A CITYWIDE POLICY RELATING TO GIFTS.**

Recommendation: Accept the final draft and make a recommendation to the City Council.

C **REPORT FROM COMMISSIONER LAMB ON YOUTH SUBCOMMITTEE**

D **REPORT FROM ENTRY SIGN SUBCOMMITTEE.**

Recommendation: Continue to meet on an ad hoc basis.

E **REPORT ON THE STATUS OF JAPANESE GARDEN.**

**9 NEW BUSINESS**

A **DISCUSS THE BUDGET FOR INCIDENTAL DIPLOMATIC GIFTS SUCH AS LAPEL PINS WHEN TRAVELING TO SISTER CITIES.**

B **CLARIFY BUDGET LINE ITEM FOR SIX DRONES FOR INTERNATIONAL SCIENCE FAIR. DETERMINE IF THIS EXPENDITURE APPLIES TO THE SISTER SCHOOLS PROJECT WITH MIT ACADEMY AND BAGUIO HIGH SCHOOL.**

Recommendation: Approve recommendation and budget expenditure request for the drone purchase for the Baguio-MIT sister school project.

C **REVIEW AND APPROVE EXPENSES FOR THE PURCHASE OF T-SHIRTS AND SHIPPING TO SUPPORT THE SISTER SCHOOLS PROGRAM BETWEEN MARE ISLAND TECHNOLOGY ACADEMY, VALLEJO, AND BAGUIO CITY NATIONAL HIGH SCHOOL, BAGUIO CITY, PHILIPPINES.**

Recommendation: Approve the expenditure of \$450.00 for the purchase of T-shirts and a not-to-exceed amount of \$ 150.00 for shipping charges.

**10 REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD**

A **SISTER CITY SUBCOMMITTEE REPORTS - (NEW INFORMATION UPDATES ONLY)**

1. Trondheim, Norway- Commissioner Ligda
2. Baguio City, Philippines - Commissioner Placido
3. Bagamoyo, Tanzania - Commissioner Stewart
4. Jincheon, South Korea - Commissioner Lamb
5. La Spezia, Italy - Chair Shanks-Stewart
6. Akashi, Japan - Commissioner Stewart
7. Ensenada, Mexico - Commissioner Stewart

B **FRIENDSHIP CITY SUBCOMMITTEE REPORTS (NEW INFORMATION UPDATES ONLY)**

1. Muju, South Korea - Commissioner Lamb
2. Ennery, Haiti - Commissioners Andreas and Stewart
3. Rota, Northern Marianas Islands (U.S. Commonwealth) - Chair Shanks-Stewart
4. Zanzibar, Tanzania - open
5. Seven Generations Inter-Tribal Council - Commissioner Lamb

**6. Parun, Afghanistan - Commissioner Placido**

**11 NEXT MEETING DATE**

Monday, June 16, 2025, 5:30 P.M.

**12 FUTURE AGENDA ITEMS**

**13 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: [alertsolan.com](http://alertsolan.com)

I, Erik Rzomp, Executive Secretary do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

Elissa Shanks-Stewart (Chair)  
Paul Lamb (Vice Chair)  
Emanuel Andreas  
Paul Ligda  
Yajaira Rubio Machado  
Norma Placido  
Pelton Stewart,

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 6:00 P.M., April 17, 2025.

Dated: April 17, 2025

*Erik Rzomp*

Executive Secretary