



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

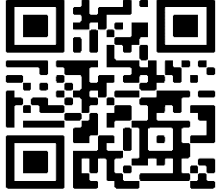

APRIL 21, 2025

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

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

<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>PUBLIC COMMENT: Members of the Public may provide public comments during the City Council Meeting in person or via ZOOM https://ZoomVallejoRoom.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 • Stream from the City website: www.cityofvallejo.net/Streaming • Join the Zoom webinar: https://zoomvallejoroom.cityofvallejo.net/ 	<p>Scan QR code for live captions and translation in Spanish and Tagalog.</p> 
<p>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://ZoomVallejoRoom.CityofVallejo.net to launch and join the zoom application. Meeting ID: 851 502 7190# Meeting Password: 131313</p>	<p><u>Option to Join by Phone</u> 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 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 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 Erik.Rzomp@cityofvallejo.net 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

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)
- Sign up for emergency alerts at: alertsolano.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

**SISTER CITY COMMISSION
REGULAR MEETING MINUTES
December 16, 2024**

1. CALL TO ORDER

The meeting was called to order by Chair Elissa Shanks-Stewart at 5:36 P.M.

2. PLEDGE OF ALLEGIANCE

3. THANK YOU TO THE NATIVE TRIBES

4. ROLL CALL

Commissioners Present: Chair Shanks-Stewart, Commissioners Lamb, Stewart and Andreas

Commissioners Absent: Ligda, Rubio-Machado, Placido

City Staff Present: City Attorney, Veronica Nebb and Executive Assistant to the Mayor, Erik Rzomp

Council Liaison: Vice Mayor Rozanna Verder-Aliga absent

5. COMMUNICATIONS

A. Report from Executive Assistant to the Mayor, Secretary to the Commission

1. Mayor McConnell's term ends on January 7, 2025. The Mayor's office will send letters to our Sister Cities introducing our new Mayor.
2. The Mayor's office sent regrets for Baguio's Panagbenga festival in February 2025.
3. The Mayor received correspondence from a person in Australia suggesting that Geelong, Victoria, Australia might be a good Sister City in Australia. Mayor McConnell referred the letter to the commission. The commission referred staff to the guidelines which indicate the requestor must be from the city of interest. The request was not from Geelong.
4. Secretary to send the long-time council liaison, Rozzana Verder-Aliga a letter of thanks for her service to the commission.

B. Report from Council Liaison to the Vallejo Sister City Commission – Councilmember Rozzana Verder-Aliga gave her final comments and farewell as this was her last meeting as the liaison to the commission. The new Mayor will appoint a new liaison to the commission.

- C. Report from Chair of the Vallejo Sister City Commission – Chair Shanks-Stewart will provide reports during the city report portion of the agenda.

6. PUBLIC COMMENT – Speakers: None

7. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. Approval of Minutes & Approval of Agenda

Recommendation: By motion, approve the Minutes for the August 19, 2024, Vallejo Sister City Commission Regular Meeting, and approval of Agenda for December 16, 2024, Vallejo Sister City Regular Meeting.

Action: Approval of minutes for the August 19, 2024, Regular Meeting and the agenda for the Regular Meeting of December 16, 2024. Motion carried unanimously to approve minutes and agenda.

8. OLD BUSINESS

- A. Recordkeeping subcommittee: Present draft recordkeeping policy for comment by commissioners.

Recommendation: Discuss and incorporate feedback as necessary and bring back a final version to the commission

Action: Draft version of policy was presented; no additional feedback was provided by the commissioners. A final version will be brought to the commission at the next meeting for approval. The approved version will be forwarded to the city council for approval and inclusion in the City’s overall records retention policy.

- B. Gift policy subcommittee.

Recommendation: Discuss and incorporate feedback as necessary and bring back a final version to the commission

Action: Draft version of policy was presented; no additional feedback was provided by the commissioners. A final version will be brought to the commission at the next meeting for approval. The approved version will be forwarded to city staff, city attorney, for incorporation in the City’s overall gift policy. The overall policy will be presented to the commission so they may see how the Sister City portion has been incorporated.

- C. Report from Commissioner Lamb on youth subcommittee. – Youth subcommittee members Fernando Borrayo and Samira Garcia Vasquez gave update to the commission on recruitment of other students to participate in Sister City activities. Commissioner Lamb gave an update on Baguio-Vallejo pen pal activity and the drone project.

D. Report from Entry sign subcommittee: Commissioner Ligda absent, Chair Shanks-Stewart reported that a sign design was obtained and will be reviewed.

Recommendation: Continue to meet on an ad hoc basis and continue to get assistance for sign design.

Action: Accept recommendation.

E. Rick Weyrich updates on status of Japanese Garden Recommendation – Rick, Commissioner Stewart and Mr. Rzomp met with Public Works in December 3, 2025. Public Works is conducting regular maintenance on the garden such as watering, stump removal and tree trimming. The artist will have completed the restoration work on the Onigawara by January 15, 2025.

Action: Staff and commission members to continue to work with Public Works and City Manager's office.

10. NEW BUSINESS

A. Midyear budget review.

Recommendation: Discussion on expenditures to date.

Action: Any reimbursements are to be submitted in a timely way.

B. **Proposed meeting dates for 2025 to be held in the Vallejo Room**

February 19 – WED 5:00PM – Special meeting due to holiday

April 21- Monday 5:30 PM

June 16 -Monday 5:30 PM

August 18 -Monday 5:30 PM

October 20 -Monday 5:30 PM

December 15 -Monday 5:30 PM

Recommendation: After discussion accept the schedule as proposed or suggest and agree on alternate dates.

Action: Accepted schedule as presented.

C. Discussion of requests for diplomatic letters. Discussion to include use of policy for requesting ceremonial documents. – Discussion of policy to request ceremonial documents when asking for diplomatic letters. Requests go through the mayor's office.

- D. Discuss use of commissioner contact information. – The commission roster has names, addresses, contact information and term dates which are provided to the commissioners. The roster information is for commission use only.

11. REPORT FROM COMMISSIONERS AND AD HOC COMMITTEES

A. Sister City Sub Committee Reports – Report only new items

1. Trondheim, Norway- Commissioner Ligda. – no report
2. Baguio City, Philippines – Commissioner Placido. Chair Shanks-Stewart provided update. There is a trip planned to Baguio City in February 2025 to attend the Flower Festival.
3. Bagamoyo, Tanzania – Commissioner Stewart – Trip to Tanzania tentatively scheduled for the Saturday after Thanksgiving.
4. Jincheon, South Korea – Commissioner Lamb – no report
5. La Spezia, Italy – Chair Shanks-Stewart – no report.
6. Akashi, Japan – Commissioner Stewart – no report.
7. Ensenada, Mexico – Commissioner Stewart- Jared is back as a contact in Ensenada.

A. Friendship Cities Subcommittee – Report only new items

1. Muju, South Korea – Commissioner Lamb- no report.
2. Ennery, Haiti – Commissioner Stewart- Commissioner Andreas- unrest in Haiti. Commissioner Stewart suggested putting this on the “back burner” until there is a government that we can work with.
3. Rota, Northern Mariana Islands (U.S. Commonwealth) – Commissioner Stewart- Commissioner Stewart suggested putting this on the “back burner” because attempts to meet with new mayor have not been fruitful.
4. Zanzibar, Tanzania – open – no report
5. Seven Generations Inter Tribal Council – Vice Chair Lamb no report
6. Parun, Afghanistan – Commissioner Placido, Commissioner Stewart – Dr. Zamani is assisting Afghan refugees and would welcome assistance from the Sister City community. Discovery Kingdom would welcome a delegation of refugees for a visit to the park and give them VIP treatment.

12. NEXT MEETING DATE: Special Meeting Wednesday, February 19, 2025, at 5:00 P.M.

13. FUTURE AGENDA ITEMS –

Continue reports from youth subcommittee and ad hoc subcommittees, gift policy and recordkeeping subcommittee and status updates on Japanese Garden.

14. ADJOURNMENT

The meeting adjourned at 7:15 P.M.

ELISSA SHANKS-STEWART, CHAIR

ATTEST:

ERIK RZOMP, SECRETARY

AGENDA ITEM 8.A Recordkeeping Subcommittee

Final: February 19, 2025

Sister City Records Files

Background: The Mayor's office maintains a hardcopy file on each of the Vallejo Sister cities and Friendship cities. The files are in addition to the Vallejo Sister City Commission files which contain Agendas and Minutes of the Sister City Commission. The purpose of these files is to maintain a history of the citizen's diplomatic relationship from the inception of the relationship to the present.

Definitions

Official Correspondence – letters received or sent on city letterhead. These letters may be delivered by email or hard copy by regular mail. Typically, invitations for a delegation visit and the response are contained in the official correspondence.

Memorandums of Understanding (MOU) – document outlining the agreement and the terms of the relationship with the Sister City. The MOUs are to be signed by the mayors of both cities and a copy filed with Sister Cities International to be recognized.

- A. The initial documentation maintained in the file should largely reflect the process outlined in the Vallejo Sister city policy for Selection of Friendship and Sister Cities.
 - a. Retain letters of intent sent and received.
 - b. Retain lists of persons of interest who serve as contacts and contact information.
 - c. Retain records and results of organizing trips and diplomatic visits.
 - d. Retain a file for approval packets. Include draft Memorandums of Understanding MOUs.
 - e. Retain documentation of the City Council approval of elevation to Sister City from Friendship city.
 - f. Retain any communication arranging for formalization of the relationship – e.g. preparation for signing of MOUs.

- B. For a Friendship city
 - a. Maintain letters of interest.
 - b. Keep a list of contacts including in the Mayor's office or at the local government levels and for the citizen diplomat contact person in the respective cities.
 - c. Keep copies of official correspondence to and from the Friendship city
 - d. Maintain a record of any official visits/delegation visits to or from the Friendship city. Include dates and persons visiting and itineraries.
 - e. If a Friendship city is to be placed on emeritus status or if the relationship is to be dissolved, a rationale and decision are to be documented.

- f. If a city is not approved, a single document with the name of the city, the reason for the recommendation, date and commission signatures will be prepared and placed in the file and retained indefinitely. The complete Friendship exploratory file and communication will be maintained for two years from the date of determination and them may be purged and destroyed per COV records retention policy.
- C. For a Sister city.
- a. Retain the documentation collected during the Friendship city period.
 - b. Retain signed original of the MOU.
 - c. Retain the documentation from SCI recognizing the affiliation.
 - d. Keep a list of contacts including in the Mayor's office or at the local government levels and for the citizen diplomat contact person(s) in the respective cities.
 - e. Keep copies of official correspondence to and from the Sister city.
 - f. Maintain a record of any official visits/delegation visits to or from the Sister city. Include dates and persons visiting and itineraries.
 - g. Maintain a list of gifts given and received, the recipients and the givers, the occasion and the date.
 - h. If a Sister city is to be placed on emeritus status or if the relationship is to be dissolved, a rationale and decision are to be documented.

AGENDA ITEM 8.B. Gift Policy Subcommittee

Final : February 19, 2025

Sister City Gift policy – Procedure

Definitions

Diplomatic or Protocol gifts - A diplomatic gift is a gift given by a diplomat, politician, or leader when visiting a foreign country. <https://diplomacy.state.gov/item-theme/diplomatic-gifts/>

A gift of state often captures the essence of a nation, chosen for its ability to exhibit pride in a unique culture and people. Gifts of state may showcase traditions of fine or folk arts, crafts or craftsmanship. They may display wealth in precious stones or metals, fine textiles and apparel. Gifts may draw from a rich heritage of antiques and antiquities. This way the gift becomes more than a mere formality, but a reminder of the special alliance between the gift giver and receiver. <https://diplomacy.state.gov/why-do-diplomats-give-gifts/>

In the context of Sister Cities, citizen diplomats and local dignitaries carry out the protocol gift exchanges. The receipt and giving of gifts are a normal part of the cultural exchange of the citizen diplomacy in Sister City activities. These cultural implications must be considered, and gifts are seen as an expected and necessary part of Sister City activities and citizen diplomacy. Gifts are especially important for commemorative visits such as a milestone anniversary of a sister city relationship.

Gifts are typically given and received during delegation visits from our sister cities and during delegation visits to our sister cities.

A. Giving Protocol Gifts

1. Gifts may be given by COV representatives and/or the COV
 - a. When an official delegation from one of our Sister Cities visits the City of Vallejo. The delegation must be part of a prearranged visit. The delegation may include elected officials of the Sister City
 - b. When an official delegation from the City of Vallejo Sister City Commission and/or Association travels to one of our Sister Cities the delegation may include elected officials from the City of Vallejo.
2. Gifts may be given by the Mayor, Councilmembers, the Sister City Commission or the Sister City Association at an official function. The event should be public.
3. Gifts must be approved by the Sister City Commission at a commission meeting in order for budgeted commission funds to be used.

4. The purchase of the gifts must comply with City Council Policy 2024-01 Boards, Commissions, and Committees Budget and Expenditures where dignitary gifts do not exceed \$1500 per delegation and do not exceed \$150 average per dignitary.
5. A record of the gifts, the cost, the recipient, the date, the presenter and the occasion will be kept. The records of such gifts are kept in the Mayor's office. This includes receipts for gifts and photos of the presentation if available. The records are to be retained according to Finance retention practices but may be retained indefinitely as a reference to ensure no duplication of gifts.
6. Gifts to Sister Cities from the COV become the property of that Sister City. The recipient of the gift is then responsible for any and all future care and maintenance of the gift.

B. Receiving Protocol Gifts

1. Gifts may be received by COV representatives and/or the COV:
 - a. When an official delegation from one of our Sister Cities visits the City of Vallejo and presents gifts. The delegation must be part of a prearranged visit. The delegation may include elected officials of the Sister City.
 - b. When an official delegation from the City of Vallejo Sister City Commission and/or Association travels to one of our Sister Cities. The delegation must be part of a prearranged visit. The delegation may include elected officials from the City of Vallejo.
2. Gifts received other than small personal items of nominal value (\$50.00 or less) are gifts to the COV. Upon receipt of the gifts, they will be seen as assets of the city and will be treated as such and according to COV internal procedures.
3. Gifts to the city from a sister city will be handled according to city asset management procedures for identifying, photographing, tagging, valuation, insuring and storing. The goal of gift/asset management is to ensure traceability of the gifts and allow for display for the public. The COV is then responsible for the storage and upkeep as determined by the city council and City Manager. In lieu of a current policy, small diplomatic gifts will be identified, photographed, tagged, valued, insured as appropriate and stored. Gifts will be stored in the Sister City Room until a display may be arranged.
4. Personal gifts to Commissioners, councilmembers and city staff may be subject to California Fair Political Practices Commission (FPPC) reporting requirements.

5. Large gifts (e.g. outdoor sculpture) may require plans for acceptance. Such a gift will require an acceptance plan and will require the assistance of the council, city manager and possibly the city attorney.



Front

Back



Accad, Shugar Rhyu G.
BCHS 10 Success
FINAL DESIGN

2024-25 Sister School Budget

Countries:		Project title:		
Vallejo, CA, USA		Vallejo Sister City Schools		
		Total Fundraising Goal:		\$ 2,235.00
Activity/Item Description		Cost per unit (\$USD)	Quantity	Total (\$USD)
2	Promotional Items & Advertising			
2.1	T-Shirts	\$ 15.00	30	\$ 450.00
2.2	Promotional flyers	\$ 0.10	500	\$ 50.00
2.3	Pins	\$ 3.00	100	\$ 300.00
2.4				\$ -
	Subtotal			\$ 800.00
3	Supplies, Materials, and Equipment			
3.1	Binders	\$ 10.00	30	\$ 300.00
3.2	Paper	\$10	1	\$ 10.00
3.3	Pens	\$15	1	\$ 15.00
3.4	Gifts	\$30	10	\$ 300.00
3.5	Postage (International packages)	\$150	3	\$ 450.00
3.6	Zoom Subscription	\$ 160.00	1	\$ 160.00
	Subtotal			\$ 1,235.00
4	Donations			
4.1	Donations of funds for charitable projects materials or funds	\$ 200.00	1	\$ 200.00
				\$ -
	Subtotal			\$ 200.00
5	Other (please specify)			
Project Costs (\$USD)				\$ 2,235.00
Total Project Cost				\$ 2,235.00





DATE: April 21, 2025
TO: Vallejo Sister City Commission
FROM: Erik Rzomp, Secretary to the Commission
SUBJECT: Purchase of T-shirts to support the Sister Schools Program between Mare Island Technology Academy, Vallejo and Baguio City National High School, Baguio Philippines.

RECOMMENDATION: Approve expenditure of \$450.00 for the purchase of T-shirts bearing the winning designs submitted by MIT Academy and Baguio City High School and a not to exceed amount of \$150.00 for the cost of shipping.

REASONS FOR RECOMMENDATION: The purchase of the t-shirts as a part of the Sister Schools Program is in direct support of the duty of the Sister City Commission to promote formal and friendly relations between such groups as schools, youth organizations, clubs, chambers of commerce and churches per Vallejo Municipal Code 2.38.030.C.3.

BACKGROUND AND DISCUSSION: The 2024-25 Sister City Commission workplan and budget created a Sister School program. The inaugural relationship of the program was made between Mare Island Technology Academy (MIT) and Baguio City High School, Baguio City Philippines. Commissioner Paul Lamb submitted the following summary:

2025 Sister School T-Shirt Contest Proposal and Contest Guidelines

Proposal Overview and Request

In February 2025, the Sister School Program of the Vallejo Sister City Commission launched a T-shirt design contest, inviting students from its sister schools—MIT Academy in Vallejo and Baguio City National High School in the Philippines—to submit designs based on the theme “*Friends Across Borders.*” The contest aimed to support the Commission’s youth engagement goals by strengthening the bonds of friendship between the two schools.

Students submitted a variety of creative designs, which were reviewed by a panel of judges from the Vallejo Sister City Commission, the Vallejo Sister City Association, and the Vallejo Sister City Youth Subcommittee. One winning design was selected from each school in March 2025.

The Vallejo Sister City Commission sister school program representatives plan to print 30 T-shirts—15 for each school—using funds allocated in the 2024–2025 Sister City Commission budget. At a cost of \$15.00 per shirt, the total expense will be \$450. We request that the Vallejo Sister City Commission approve the above-outlined budget request.

SUBJECT: Purchase of T-shirts to support the Sister Schools Program between Mare Island Technology Academy, Vallejo and Baguio City National High School, Baguio Philippines.

Contest Guidelines

Theme: "Friends Across Borders"

Eligibility

- Open to students from Baguio City National High School (Baguio, Philippines) and Mare Island Technology Academy (Vallejo, USA).

Submission Requirements

- Designs must reflect the theme "Friends Across Borders."
- Students must create their designs using Canva or Google Drive.
- Each student may submit one (1) design only.
- Designs should be school-appropriate and free of copyrighted material.
- Submissions must be in high resolution (PNG, JPG, SVG, or PDF format).
- All designs must be submitted no later than 5 PM on March 3, 2025 (March 4 in the Philippines).

Selection Process

- Each school will select the top 3 designs to submit to the judging panel.
- A panel of judges from the Vallejo Sister City Commission and Vallejo Sister City Association will select one winning design per school.
- Winning designs will be announced on March 17, 2025 (March 18 in the Philippines).

T-Shirt Production & Exchange

- The winning design from Baguio City National High School will be printed on 15 T-shirts and sent to MIT in Vallejo.
- The winning design from Mare Island Technology Academy will be printed on 15 T-shirts and sent to Baguio City National High School in Baguio.

Submission Instructions

- Students must submit their designs via [designated email or submission link] (to be provided by each school).
- Submissions must include:
 - Student's full name
 - Grade level
 - School name

FISCAL IMPACT: This was a budgeted item in the annual budget of the Sister City Commission. No additional impact.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

SUBJECT: Purchase of T-shirts to support the Sister Schools Program between Mare Island Technology Academy, Vallejo and Baguio City National High School, Baguio Philippines.

ATTACHMENTS

1.	Copy of 2024-25 work plan and budget Sister School T-shirt Expenses_041525
2.	BCNHS Winning Design
3.	MIT Winning Design

CONTACT

Erik Rzomp, Executive Assistant to Mayor Andrea Sorce (707) 648-4377
erik.rzomp@cityofvallejo.net
