



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

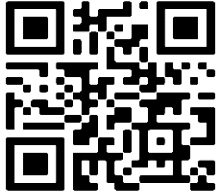

JUNE 16, 2025

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 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.

4 ROLL CALL

5 COMMUNICATIONS

**A REPORT FROM THE 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

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 Commission Secretary. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

7 CONSENT CALENDAR AND APPROVAL OF AGENDA

A APPROVAL OF MINUTES AND AGENDA

Recommendation: By motion, approve the agenda for June 16, 2025, Regular meeting of the Vallejo Sister City Commission and approve the minutes of the April 21, 2025, Regular Meeting of the Vallejo Sister City Commission.

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

Erik.Rzomp@cityofvallejo.net

8 OLD BUSINESS

A REPORT FROM COMMISSIONER LAMB ON YOUTH SUBCOMMITTEE

B REPORT FROM ENTRY SIGN SUBCOMMITTEE

**C RECEIVE STATUS REPORT RELATING TO THE JAPANESE GARDEN AND
NEXT STEPS TO DETERMINE PLACEMENT OF THE RESTORED
ONIGAWARA. REFERRAL TO THE COMMISSION ON CULTURE AND THE
ARTS FOR A RECOMMENDATION ON PLACEMENT (INCLUDING
INDOORS OR OUTDOORS). AUTHORIZE A SISTER CITY COMMISSIONER**

TO SPEAK ON BEHALF OF THE SISTER CITY COMMISSION AT THE CULTURE AND ARTS MEETING.

Recommendation: Authorize Commissioner Pelton Stewart as the head of the Akashi subcommittee to speak on behalf of the Sister City Commission at the Commission on Culture and the Arts regarding the placement recommendation for the Onigawara.

9 NEW BUSINESS

- A **DISCUSS STATUS OF CURRENT SISTER CITIES' RELATIONSHIPS. IF ANY NEXT STEPS, PROVIDE DIRECTION.**
- B **DISCUSS WHETHER MORE FREQUENT COMMISSION MEETINGS ARE WARRANTED AND PROVIDE DIRECTION TO STAFF.**
- C **DISCUSS REQUEST FROM CITY OF AKIM ODA, BIRIM CENTRAL MUNICIPALITY, GHANA. PROVIDE DIRECTION ON NEXT STEPS.**

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, August 18, 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 5:30 pm, JUNE 12, 2025.

Dated: JUNE 12, 2025

Erik Rzomp

Executive Secretary

**SISTER CITY COMMISSION
REGULAR MEETING MINUTES
APRIL 21, 2025**

1. CALL TO ORDER

The meeting was called to order by Chair Elissa Shanks-Stewart at 5:32 P.M.

2. PLEDGE OF ALLEGIANCE

3. THANK YOU TO THE NATIVE TRIBES

4. ROLL CALL

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

Commissioners Absent: Commissioners Ligda, Placido, and Rubio-Machado.

City Staff Present: Executive Assistant to the Mayor, Erik Rzomp

Council Liaison: Councilmember Helen-Marie Gordon.

5. COMMUNICATIONS

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

1. Public Works will be taking care of some maintenance issues – cleaning carpets in the SC room, lettering on the window.
2. Board and Commission appreciation event. Votes indicated that the majority of respondents prefer to have a reception. Scheduling should be very late summer (September) or early fall.
3. Budget update: Finance resubmitted for FY 25-26 the same budget that we submitted for last year FY24-25, \$15,302.
4. We received the billing for the new fiscal year SCI dues. \$1030.00 This is an item that is included on our FY 24-25 budget. This is a direct bill to the city that comes out of the SCC budget.

B. Report from Council Liaison to the Vallejo Sister City Commission – Commission Liaison Councilmember Helen-Marie Gordon attended her first meeting as liaison to the Sister City Commission.

1. Report on attending a Sister City Association meeting
2. CM Gordon made the commissions budget needs known to City Council for the upcoming fiscal year 2025-26.

- C. Report from Chair of the Vallejo Sister City Commission – The Chair’s report is attached to the minutes.

6. PUBLIC COMMENT – Speakers:

- A. Ravi Shankar

7. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. Approval of Minutes & Approval of Agenda

Recommendation: By motion, approve the Minutes for December 16, 2024, Vallejo Sister City Commission Regular Meeting, and approval of Agenda for April 21, 2025, Vallejo Sister City Regular Meeting.

Action: **Approval of minutes for December 16, 2024, Regular Meeting and the agenda for the Regular Meeting of April 21, 2025. Motion offered by Commissioner Placido and seconded by Commissioner Lamb.** Motion passed unanimously to approve minutes and agenda. Motion made to convene meeting in honor of Keiko Gaskins for her long time work for Sister Cities. Motion passed unanimously.

7. OLD BUSINESS

- A. **Recordkeeping Subcommittee:** Accept the 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.
Action: Motion to accept by Commissioner Andreas, second by Chair Shanks-Stewart. Motion passed unanimously 4-0. Commissioners Ligda, Placido, and Rubio-Machado absent.

- B. **Gift policy subcommittee:** Review and make a recommendation to the City Council of a final draft gift policy for Sister City gifts for consideration of ultimate incorporation into a citywide policy relating to gifts.
Recommendation: Accept the final draft and make a recommendation to City Council.
Action: Motion by Commissioner Andreas to accept as recommended, second by Commissioner Stewart. Motion passed unanimously 4-0. Commissioners Ligda, Placido, and Rubio-Machado absent.

- C. **Report from Commissioner Lamb on Youth Subcommittee** – Introduced three youth participants from Jesse Bethel High School. There are now six youth participants.
Baguio- MIT Sister School report- T-shirt design contest with Friends Across Borders” theme.
- D. Report from Entry Sign Subcommittee – no report
- E. Update on status of Japanese Garden - Jean Cheri refurbished Onigawara photos shown to commission. Public Works should be able to easily transport Onigawara to City Hall. City Manager referred decision of indoor or outdoor placement to Commission on Culture and the Arts. City Attorney recommended that this commission authorize Pelton Stewart to attend the Commission on Culture and the Arts.

9. NEW BUSINESS

- A. Discuss the budget for incidental diplomatic gifts such as lapel pins when traveling to Sister Cities. Staff reported that the commission can order pins jointly with the communications team out of the city manager’s office.
- 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
Action: Commission approved use of commission funds to purchase drones for sister school project. Commissioner Stewart motioned to approve; Chair Shanks Stewart seconded. Motion passed unanimously 4-0. Commissioners Ligda, Placido, and Rubio-Machado were absent.
- 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.
Action: Commission approved expenditure as presented, Motioned by Commissioner Andreas and seconded by Commissioner Lamb. Motion

passed unanimously 4-0. Commissioners Ligda, Placido, and Rubio-Machado absent.

10. REPORT FROM COMMISSIONERS AND AD HOC COMMITTEES

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

1. Trondheim, Norway- Commissioner Ligda. - Commissioner Ligda absent.
No report
2. Baguio City, Philippines – Commissioner Placido absent. No Report
3. Bagamoyo, Tanzania – Commissioner Stewart – no trip in November
4. Jincheon, South Korea – Commissioner Lamb – no report
5. La Spezia, Italy – Chair Shanks-Stewart – no report
6. Akashi, Japan – Commissioner Stewart – one more presentation of books to the library
7. Ensenada, Mexico – Commissioner Stewart- no report

B. Friendship Cities Subcommittee – Report only new items

1. Muju, South Korea – Commissioner Lamb- No report.
2. Ennery, Haiti – Commissioner Andreas- no report
3. Rota, Northern Mariana Islands (U.S. Commonwealth) – Commissioner Stewart- no report
4. Zanzibar, Tanzania – open-no report –
5. Seven Generations Inter Tribal Council – Vice Chair Lamb – no report
6. Parun, Afghanistan – Commissioner Placido & Chair Stewart - Dr. Zamani attended the Japanese Tea

11. NEXT MEETING DATE: Regular Meeting Monday June 16, 2025, 5:30 P.M.

12. FUTURE AGENDA ITEMS –

- Discussion of status of Sister Cities – keep, emeritus or other.
- Discuss more frequent meetings.

13. ADJOURNMENT

The meeting adjourned at 7:00 P.M.

Elissa Shanks- Stewart, CHAIR

ATTEST:

ERIK RZOMP, SECRETARY

Agenda Item 5C: Chair's Report

**Vallejo Sister City Commission Report
April 21, 2025**

~ Communication was shared with City Manager and Council Members regarding the 2025-26 budget. Our Commission requested the same amount as last year using the same work plan.

~ Trip to Baguio City, Philippines, February 21 – 24, 2025 was very successful. The trip was led by former Commissioner Dinah Villanueva-Ryan. Other delegation members included former State Senator Bill Dodd and wife, Commissioner Norma Placido and husband, former City Councilmember Verder-Aliga and husband and son, Helen Casaclang and Candy Villanueva. Ten other Sister Cities attended this event that highlighted the Panagbenga (Flower) Festival.

~ A Boards and Commission Appreciation Survey was sent out on March 28. Hopefully all of the Commissioners responded. April 11 was the deadline.

~ Our February 19 Special Meeting was cancelled . No quorum.

~ The VSCA Tea Gathering was held on Sunday, March 30. It was hosted by Keiko Perri and performed by the Hagiwara Tea Group. Several Commissioners were in attendance.

~ Several informative roundtables and webinars continue to be offered on the SCI zoom. All Commissioners should sign up to receive these emails.

Yours in peace,
Elissa Shanks Stewart, Chair

From: [PM](#)
To: [Erik Rzomp](#)
Cc: [Elissa Shanks-Stewart](#)
Subject: Re: proposed sister-city partnership
Date: Tuesday, May 20, 2025 10:33:09 PM
Attachments: [image001.png](#)
[image002.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

This Message Is From an External Sender

This message came from outside your organization.

Hello Erik,
Thank you so much for your prompt and kind response.
My City is not yet a member of the Sister Cities International and now pursuing to become a member as we intend to make history with your City as being the first of its kind in the entire Eastern Region of Ghana and I am of the believe that your City would give us the opportunity to become pacesetters.
Thank you for your time and kind consideration.
Castro Asumadu Addae

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From: Erik Rzomp <Erik.Rzomp@cityofvallejo.net>
Sent: Wednesday, May 21, 2025 12:59:10 AM
To: PM <pm@bcma.gov.gh>
Cc: Elissa Shanks-Stewart <eshanksstewart@yahoo.com>
Subject: RE: proposed sister-city partnership

Hello,

I will refer this request for evaluation and consideration to our Sister City Committee.
Is your city a member of Sister Cities International?
Or are you pursuing a membership?
I did not see your city listed in the membership directory.

Respectfully,

Erik Rzomp
Executive Assistant to the Mayor, Andrea Sorce

City of Vallejo | Mayor's Office
555 Santa Clara Street Vallejo, CA 94590
(707) 648-4377 | erik.rzomp@cityofvallejo.net



From: Angelina Joya <Angelina.Joya@cityofvallejo.net>
Sent: Monday, May 19, 2025 9:28 AM
To: PM <pm@bcma.gov.gh>
Cc: Erik Rzomp <Erik.Rzomp@cityofvallejo.net>
Subject: RE: proposed sister-city partnership

Good Morning Castro,

Thank you for your email, I am copying Erik who will be able to better assist you.

Best regards,
Angelina Joya
Deputy City Clerk
City of Vallejo | City Clerk's Office
555 Santa Clara Street Vallejo, CA 94590
Office: (707) 648-4585 | Cell: (707)853-1141 | Angelina.Joya@cityofvallejo.net



From: PM <pm@bcma.gov.gh>
Sent: Sunday, May 18, 2025 4:22 AM
To: Angelina Joya <Angelina.Joya@cityofvallejo.net>
Subject: proposed sister-city partnership

Dear Madam,

I write to kindly introduce my municipality and also request your support for a potential sister-city partnership program with the City of Vallejo.

Akim Oda is the capital of the Birim Central Municipality.

Birim Central is one of the 33 municipalities in the eastern region of Ghana.

It has a population of about 73000.

The Municipality practice the local Government system which is headed by the Chief Executive(Mayor) who is appointed by the Central Government with prio-approval by the Assembly Members(Council Members).

There are 27 Assembly Members who are headed by the Presiding Member who is elected amongst the members to become the speaker of the assembly.

I would be grateful to talk more about the Birim Central Municipality upon your request.

I look forward to hearing from you.

Thank you for your time and consideration.

Castro Asumadu Addae,
Technical Assistant,
Office of the Municipal Chief Executive,
Birim Central Municipality,

Akim Oda
+233(0)542683820