



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

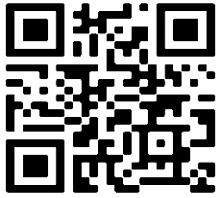

MARCH 16, 2026

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

**Council Chambers
555 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>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> 
<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://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 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

Recommendation: By motion, approve the minutes of the December 15, 2025, Regular Meeting of the Vallejo Sister City Commission and the minutes of the February 5, 2026, Special 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 AND/OR STAFF.

C RECEIVE STATUS REPORT RELATING TO THE JAPANESE GARDEN.

**D RECEIVE STATUS REPORT FROM COMMISSIONER ANDREAS ON
FORMATION OF EXPLORATORY COMMITTEES FOR POTENTIAL SISTER**

CITY RELATIONSHIP WITH AKIM ODA, GHANA. DISCUSS NEXT STEPS AND IF NECESSARY, PROVIDE RECOMMENDATIONS ON NEXT STEPS.

- E RECEIVE STATUS REPORT ON COMMISSIONER FEEDBACK ON RECOMMENDATIONS MADE BY CONSULTANT ON THE BOARDS, COMMISSIONS, AND COMMITTEE ASSESSMENT REPORT AND A REPORT ON THE COMMISSION'S PRESENTATION OF THE 2026-27 WORKPLAN AND BUDGET TO CITY COUNCIL.**

9 NEW BUSINESS

- A DISCUSSION OF PROTOCOL FOR CULTURAL EXCHANGE VISITS AND RECEIVE INFORMATION FROM COMMISSIONER RUBIO-MACHADO REGARDING A CULTURAL EXCHANGE VISIT TO ENSENADA. IF NECESSARY, PROVIDE RECOMMENDATIONS FOR CULTURAL EXCHANGE VISITS.**
- B REVIEW OF EXPENDITURES SUBMITTED FOR REIMBURSEMENT TO DATE AND DISCUSSION OF AND IDENTIFICATION OF POTENTIAL COMMISSION BUDGET EXPENDITURES FOR REMAINDER OF 2025-2026 FISCAL YEAR. REVIEW EXPENDITURES PROCESS. IDENTIFY ANY EXPENSES TO BE BROUGHT BACK TO THE COMMISSION FOR APPROVAL AT THE NEXT MEETING AND/OR BEFORE THE END OF THE FISCAL YEAR.**

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 - Commissioners Stewart & Rubio Machado**
- 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

A Monday, May 18, 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, March 13, 2026.

Dated: March 13, 2026

Erik Rzomp

Executive Secretary

**SISTER CITY COMMISSION
REGULAR MEETING MINUTES
DECEMBER 15, 2025**

1. CALL TO ORDER

The meeting was called to order by Chair Elissa Shanks-Stewart at 5:31 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, Ligda, Placido and Andreas. Commissioner Rubio-Machado arrived late

Commissioners Absent: none.

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

Council Liaison: Councilmember Helen-Marie Gordon absent

5. COMMUNICATIONS

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

1. None- Specific items to be addressed according to the agenda.

B. Report from Council Liaison to the Vallejo Sister City Commission –
Commission Liaison Councilmember Helen-Marie Gordon

1. No report – Councilwoman Gordon absent

C. Report from Chair of the Vallejo Sister City Commission – None- Specific items to be addressed according to the agenda.

6. COMMUNITY FORUM – Speakers:

A. none

7. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. Approval of Minutes & Approval of Agenda

Recommendation: By motion, approve the Minutes for October 20, 2025, Vallejo Sister City Commission Regular Meeting, and approval of Agenda for December 15, 2025, Vallejo Sister City Regular Meeting.

Action: Approval of minutes for October 20, 2025, Regular Meeting and the agenda for the Regular Meeting of December 15, 2025. Motion offered by Commissioner Stewart and seconded by Commissioner Andreas. Motion passed unanimously to approve minutes and agenda.

8. OLD BUSINESS

- a. **Report from Commissioner Lamb on Youth Subcommittee –** Video on Vallejo to Baguio Bridging Cultures Through Pen Pal Perspectives, digital pen pals. Two youth subcommittee members from Jesse Bethel high School provided a report.
- b. **Report from Commissioner Lamb on potential opportunities to work with coach Sarna flag football league for international competition with sister cities-** Coach Sarna suggested a collaboration with the Sister City Commission & Association and the Sarna League to take youth go on a trip to Ensenada to play flag football tentatively June 22-26, 2026. Mayor Sorce has expressed interest in going on the trip.
- c. **Report from Entry Sign Subcommittee –** Report submitted by Chair Shanks- Stewart and Commissioner Ligda. Proof of sign misspelled Bagamoyo. Request for action on putting up signs to be forwarded by commission secretary to the City Manager.
- d. **Receive status report relating to the Japanese garden and review the plans and drawings for the outdoor display of the onigawara. By motion accept or reject the proposal to then be presented to the Commission on Culture and the Arts (CCA). Authorize Commissioner Stewart to speak on behalf of the Sister City Commission at CCA meeting and when necessary, at city council meeting. In the event that CCA approves plan for onigawara, by motion authorize the request for the plan to go to city council for approval without coming back in front of the Sister City Commission.** Motion by Commissioner Stewart and seconded by Commissioner Lamb to approve recommendations as written. Motion passed unanimously. Motion amended to specify that the plan and drawings to go in front of the City Council will be the same as the plan presented to Commission on Culture and the Arts. Motion passed unanimously
- e. **Status report from staff on request from city of Akim Oda, Birim Central**

Municipality, Ghana. Commissioner Andreas to report on interest in formation of exploratory committee. Provide direction on next steps. Ask Akim Oda and Vallejo exploratory committees to provide a roster and contact information of their respective committees.

- f. **Receive presentation from staff on revised commission meeting schedule for 2026 to accommodate six scheduled meetings and determine meeting dates for 2026.** Motion made by commissioner Placido and seconded by commissioner Andreas. Commission unanimously approved the following schedule for 2026:

Wednesday, January 21, 2026, 5:30 PM
Monday, March 16, 2026, 5:30 PM
Monday, May 18, 2026, 5:30 PM
Monday, July 20, 2026, 5:30 PM
Monday, September 21, 2026, 5:30 PM
Monday, November 16, 2026, 5:30 PM

- g. **Update on potential follow-up to consultant report — boards, commissions, and committees assessment report.** No action at this time from the consultant, nothing to report.

9. NEW BUSINESS

A **NONE.**

10. 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 – report on student exchanges
3. Bagamoyo, Tanzania – Commissioner Stewart – report on upcoming trip to Tanzania.
4. Jincheon, South Korea – Commissioner Lamb – no report
5. La Spezia, Italy – Chair Shanks-Stewart – contact Chair Shanks Stewart if you have interest in a trip to La Spezia
6. Akashi, Japan – Commissioner Stewart – Gift books not completely distributed
7. Ensenada, Mexico – Commissioner Rubio Machado – working on a cultural exchange trip in June 2026. Secretary to the commission reported the Mayor’s office and Commissioner Rubio Machado held a zoom call with

Jared Gutierrez the Director International Affairs in Ensenada. Ensenada is planning on creating a mural at their cruise ship terminal that features all of their sister cities. The project is planned for Q1 2026. They are also looking at a potential Economic Development trip in Q1 2026 to Vallejo

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 – no report

11. NEXT MEETING DATE: Wednesday January 21, 2026, at 5:30 PM

12. FUTURE AGENDA ITEMS –

- Budget and expenditures

13. ADJOURNMENT

The meeting adjourned at 6:43 P.M.

Elissa Shanks- Stewart, CHAIR

ATTEST:

ERIK RZOMP, SECRETARY



SISTER CITY COMMISSION
FEBRUARY 5, 2026
SPECIAL MEETING MINUTES

- 1 **CALL TO ORDER AT 5 pm**
- 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:**
Present: Chair Shanks Stewart, Vice Chair Lamb, Commissioners, Placido, Ligda, Stewart, Andreas. Commissioner Rubio Machado arrived late. Council Liaison Gordon was absent. City Staff present Secretary to the commission Rzomp.

- 5 **APPROVAL OF AGENDA** for Special meeting of Sister City Commission for February 5, 2026. Motion for approval by Commissioner Placido and seconded by commissioner Andreas approved unanimously with Commissioner Rubio Machado, absent.

- 6 **ACTION CALENDAR**

- A **DISCUSS AND APPROVE A WORKPLAN AND BUDGET FOR FISCAL YEAR 2026-2027. SELECT ONE TO THREE COMMISSION MEMBERS TO REPRESENT THE SISTER CITY COMMISSION AT THE MARCH 3, 2026, SPECIAL CITY COUNCIL MEETING.**
Recommendation: Approve workplan and budget. Appoint one to three Sister City Commission members to represent the Sister City Commission at March 3, 2026, Special City Council Meeting.
Action: Workplan and budget approved as presented with one change. Added line item for conference attendance for two commissioners at \$150 for each for a total budget request of \$16,010. Chair Shanks-Stewart, Commissioners Stewart and Lamb appointed by commission to speak on the budget on behalf of the Sister City Commission at the March 3, 2026, Special City Council meeting. Motion made by Commissioner Stewart and seconded by Commissioner Placido. Passed unanimously
- B **DISCUSS AND APPROVE SISTER CITY ENTRY SIGN PROJECT PRESENTATION TO BE PRESENTED TO COUNCIL AT MARCH 3, 2026, SPECIAL COUNCIL MEETING. APPOINT COMMISSION SPOKESPERSON(S) TO SPEAK AND/OR PRESENT ON BEHALF OF THE COMMISSION AT THE MARCH 3, 2026, SPECIAL CITY COUNCIL MEETING.**

Recommendation: Select and appoint one to three commissioners to present the Sister City Commission Entry Sign Project and to speak on behalf of the Sister City Commission at the March 3, 2026, Special City Council Meeting.

Action: Motion by Commissioner Placido and seconded by Commissioner Stewart to appoint Commissioners Shanks-Stewart, Stewart and Ligda to speak on the Sister City Sign project at the March 3, 2026 City Council Meeting. Passed unanimously.

- C **REVIEW OF QUESTIONS RELATING TO THE BOARDS, COMMISSIONS, AND COMMITTEES' ASSESSMENT REPORT FOR COMMISSIONER FEEDBACK, DISCUSS, AND COLLECT COMMISSIONER FEEDBACK TO BE SUBMITTED TO THE CITY COUNCIL RELATING TO SAME.**
See attached questions and answers

7 NEXT MEETING DATE

- A Monday, March 16, 5:30 P.M REGULAR MEETING

8 ADJOURNMENT

The meeting adjourned at 6:38PM

Elissa Shanks-Stewart, CHAIR

Erik Rzomp, SECRETERY

ITEM 6 C.

Name of Board, Commission: **Committee: Sister City Commission**

Date of Meeting: **Special Meeting February 5, 2026**

The City contracted with Municipal Resource Group (MRG) to perform a review of City Boards, Commissions and Committees (BCCs), make suggestions as to best practices, and review BCCs for potential consolidation. The report from MRG was presented to City Council and staff were instructed to ask for, and receive feedback from members of BCCs, to directly to include as data with the report.

1. Do you believe you have the necessary training and tools to help you be effective in your role?

Commissioner Placido: Yes I have you have the necessary training and tools to help you be effective in your role

Commissioner Lamb: Yes we have the necessary training and tools because we have an experienced commission and we can meet our mandate

Chair Stewart the training requirements assist us

- 1.b. What, if anything, could make you more effective?

Commissioner Stewart: compared to other cities they have sufficient budgets to allow commissioners to participate in conferences and training without going into their own pockets. Other cities have city officials that participate, council and staff who go on trips with us

Commissioner Lamb: We could do a better job coordinating and connection with other organizations in the city – chamber of commerce, Visit Vallejo. Have a clear annual plan and measure against results. The work is organic and historical, and more planning would be an improvement

Chair Shanks Stewart: Regular presentations to the City Council and regular meetings with the city manager

2. Do you feel the topic(s) your (Board / Commission / Committee) oversees is easily understandable, focused, and reflects the work you do?

Chair Shanks Stewart- the work we do is unique and the topics are specific

Commissioner Stewart: The Sister City Commission is the International relations department of the city

3. Do you believe having defined goals and a work plan would help your (Board / Commission / Committee) be more effective?

Commissioner Placido: Yes having defined goals and a work plan would support effectiveness by providing clarity direction and accountability. having defined goals would provide direction and priorities and a workplan helps ensure accountability, efficient use of time and consistent progress.

Commissioner Lamb: agrees with commissioner Placido. That would make us stronger and more effective as a commission. A strategy supported by specific goals would be an important part.

4. Do you feel your recommendations, if any, flow through to City Council well?

Commissioner Stewart: would like a semi-annual presentation to the city council. Agreed on by Chair Shanks Stewart. Also the budget and workplan discussion was helpful.

5. Do you feel consolidation of Boards, Commissions or Committees with overlapping focuses would be a positive step?

Commissioner Stewart: There are examples of the SCC working with other commissions (Beautification). The work that the SCC does is important. During Bankruptcy the SCC was the only commission that was spared. The support was moved to the mayor's office to spare it. When Sister Cities International was contacted they said that 60% of cities have a program that goes through the city and 40% have programs that are private. The work could still continue, and Vallejo could be a member of Sister Cities International. The most successful programs go through a city. The SCC fields inquiries from other cities and individuals about becoming a sister city with Vallejo.

Commissioner Placido: Yes consolidation of Boards, Commissions or Committees with overlapping focuses would be a positive step. It has the potential to streamline processes, reduce redundancy and support more cohesive recommendations as long as roles and responsibilities are clearly defined

Chair Shanks Stewart- Does not see how the SCC could be consolidated with any other commission because of the work that they do and is specific. SCC should not be eliminated or combined/consolidated.

Commissioner Andreas: have to answer, how does the community benefit from the SCC? The commission performs citizen diplomacy. The SCC can be used to spur economic development which would serve the citizens of Vallejo. Think how our commission works globally. The SCC showcases Vallejo. Should not eliminate the SCC.

Commissioner Lamb: International residents are under attack at this time. This is the

time to have a commission that shows international support.

Chair Shanks Stewart How would the work of the Commission be done? No one else does the work of the Sister City commission

Commissioner Placido: the SCC serves as the formal bridge between Vallejo and its international partners ensuring legitimacy, continuity and accountability in Sister City relations. As a city recognized body the SCC provides structure, oversight and long term vision that a private association cannot sustain. Without the official sister city status and commission Vallejo risks losing meaningful international partnerships that have been built over decades

Commissioner Andreas: elimination of this commission would be tragic and would eliminate the ability to engage in programs. Internationally there will be questions about our continued participation in the Sister City Program, will we be effective in doing our job? The SCC is the body that pursues new Sister City relationships. Without the commission people locally and globally could lose interest in Sister Cities altogether.

5.b. If so, do any specifically come to mind?