



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

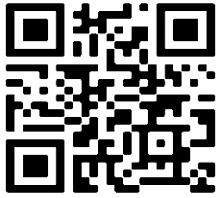

**MAY 18, 2026**

**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](http://www.Cityofvallejo.net)

**Council Chambers - City Hall  
555 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>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><b>PUBLIC COMMENT:</b> Members of the Public may provide public comments during the Meeting in person or via ZOOM (<a href="https://ZoomRegular.Cityofvallejo.net">https://ZoomRegular.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>• Watch Vallejo local channel 28</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://ZoomRegular.Cityofvallejo.net">https://ZoomRegular.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://ZoomRegular.CityofVallejo.net">https://ZoomRegular.CityofVallejo.net</a> to launch and join the zoom application. Meeting ID: 914 0075 0676# Meeting Password: 131313</p>	<p><b><u>Option to Join by Phone</u></b> 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 <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 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 By motion, approve the agenda for March 16, 2026, Regular meeting of the Vallejo Sister City Commission and 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.**

Recommendation:

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

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

**8 OLD BUSINESS**

**A REPORT FROM COMMISSIONER LAMB ON YOUTH SUBCOMMITTEE.**

**B RECEIVE STATUS REPORT RELATING TO THE JAPANESE GARDEN.**

- C 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.
- D RECEIVE STATUS REPORT ON COMMISSIONER FEEDBACK ON RECOMMENDATIONS MADE BY CONSULTANT ON THE BOARDS, COMMISSIONS, AND COMMITTEE ASSESSMENT REPORT.

**9 NEW BUSINESS**

- A REPORT ON COMMISSION EXPENDITURES TO DATE, PENDING EXPENDITURES, AND BALANCE IN FISCAL YEAR 2025-2026 COMMISSION BUDGET.
- B DISCUSSION OF THE STATUS OF RELATIONSHIPS OF SISTER CITIES AND FRIENDSHIP CITIES THAT ARE NON-RESPONSIVE AND POSSIBLE 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 - 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 Next meeting date: Monday, July 20, 2026

**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: [alertsolano.com](http://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 4:30 PM, Thursday, May 14, 2026.

Dated: Thursday, May 14, 2026

*Erik Rzomp*

Executive Secretary

**SISTER CITY COMMISSION  
REGULAR MEETING MINUTES  
MARCH 16, 2026**

**1. CALL TO ORDER**

The meeting was called to order by Chair Elissa Shanks-Stewart at 5:33 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, Placido, Rubio- Machado and Andreas. Commissioner Ligda arrived late at 5:41

**Commissioners Absent:** Andreas, Stewart (excused).

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

**Council Liaison:** Councilmember Helen-Marie Gordon

**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. Councilwoman Gordon expressed her appreciation for the commissioners who presented at the Special Council Meeting.

C. Report from Chair of the Vallejo Sister City Commission – Attached to minutes

**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 December 15, 2025, Vallejo Sister City Commission Regular Meeting, Minutes for February 5, 2026

Special Meeting of the Vallejo Sister City Commission and approval of Agenda for March 16, 2026, Vallejo Sister City Regular Meeting.

**Action: Approval of minutes for December 15, 2025, Vallejo Sister City Commission Regular Meeting, Minutes for February 5, 2026, Special Meeting of the Vallejo Sister City Commission and approval of Agenda for March 16, 2026, Vallejo Sister City Regular Meeting. Motion offered by Commissioner Placido and seconded by Commissioner Lamb. Motion passed unanimously to approve minutes and agenda.**

## 8. OLD BUSINESS

- a. **Report from Commissioner Lamb on Youth Subcommittee** – One youth member will be attending the Ensenada trip in June. The Sister School activity with Baguio is ending because the Baguio School year ends in March. Sticker design winner, photo attached. Commissioner Lamb is looking to recruit new youth committee members. Chair Shanks-Stewart asked if Commissioner Lamb could provide a written report on youth subcommittee activities.
- b. **Report from Entry Sign Subcommittee** – Report from Secretary Rzomp. At the special council meeting on March 5, 2026, the project for the entry signs was presented along with the workplan and was moved along to be considered with the city budget.
- c. **Receive status report relating to the Japanese garden-** The plan for the garden is scheduled to be presented to council for approval on Tuesday March 24,2026.
- d. **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.** Commissioner Andreas was absent so no report
- e. **Receive status report on commissioner feedback on recommendations made by consultants on the boards, commissions, and committees assessment report and a report on the commission’s presentation to the 2026-2027 workplan and budget to council.** The Sister City Commissioner feedback on the survey questions and the MRG consultant report was submitted to the City Manager’s office week of March 9, 2026.

## 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.** Protocol is to submit an itinerary to the sister city in advance of the delegation visit. Members of the delegation must be specified.

- 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.** Current submitted expense plus Sister City International dues leaves us with approximately \$12,000 remaining in the fiscal year budget. Will purchase name badges for commissioners. Suggest having the city commission secretary purchasing directly, instead of having the association purchase and seeking reimbursement.

## **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 the 2026 Panagbenga Flower festival
3. Bagamoyo, Tanzania – Commissioner Stewart – no report
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 Rubio Machado – working on a cultural exchange trip in June 2026.

### **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, Chair Shanks-Stewart has a contact in Solano County
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:** Monday May 18, 2026, at 5:30 PM

## **12. FUTURE AGENDA ITEMS –**

- Budget and expenditures
- Discussion of sister cities and friendship cities that are non-responsive.

### **13. ADJOURNMENT**

The meeting adjourned at 6:33 P.M.

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Elissa Shanks- Stewart, CHAIR

ATTEST:

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ERIK RZOMP, SECRETARY

**Vallejo Sister City Commission Report  
March 16, 2026**

**~At our February 5, 2026 Commission Meeting, Erik Rzomp had us review and discuss the questions related to the Assessment Report on Boards, Commissions and Committees. He will provide feedback on our responses. In addition, at the request of the City Council, a meeting was called on March 1, of all Chair and Co-chairs of Boards, Commissions and Committees, in order to gain additional feedback on the Assessment as well as successes and challenges of each group. The City Managers office will provide feedback from that meeting. It was determined from the participants that this meeting was quite useful and should happen at least twice a year.**

**~ Commissioners Placido, Andreas, Stewart and Shanks Stewart as well as City Council Liaison Helen Gordon were in attendance at the Vallejo Sister City Black & White Ball on February 28, 2026 held at the Vallejo Yacht Club. This event was extremely important given the disappointment of the fall fundraiser.**

**~On Tuesday, March 3, the Vallejo City Council called a special meeting to allow commissions an opportunity to present their work plans and budgets for 2026-27. Vice-chair Paul Lamb and I made the presentation on these two items and I presented the proposal for Vallejo Sister City Entry Signs project. This project will be funded by the Vallejo Sister City Association and Public Works. We were quite appreciative of the support shown by Association members attending this meeting.**

**~ Commissioners Andreas and Shanks Stewart along with Nor-Cal Representative Dinah Villanueva-Ryan and CA State Representative Brenda Brumfield were in attendance at the Sister City International Spring Leadership Conference held March 6 & 7 in San Jose, California. We began with the Mayor's Reception and Tribute to Tim Quigley. This event was hosted by the San Jose-Dublin Sister City Group. There were remarks by Carlo Capua, Chair, Board of Directors, Mayor Matt Mahan and Vice-mayor Pam Foley, who is also a Sister City official. On Saturday, a special session allowed cities to share best practices. Some ideas that I would like us to explore included collaboration with Rotary Clubs, college students as volunteers at our events (not just the cadets), and research on an Economic Development Assessment of revenue that comes to Vallejo when city delegations visit. The Sports Diplomacy Panel was not useful for most Sister Cities in attendance because most of us do not get Super Bowls, FIFA World Cups or that level events.**

**In peace,  
Elissa Shanks Stewart, Chair**

ATTACHMENT Item 8.a. Winning sticker design – sister schools

