



Via Teleconference
Sister City Room
First Floor
JFK Library
505 Santa Clara Street
Vallejo, CA 94590

AGENDA
VALLEJO SISTER CITY
COMMISSION
SPECIAL MEETING – 5:30 p.m.

MAY 18, 2023

Pelton Stewart -Chair
Karen Lowe-Vice Chair
Emma del Rosario
Norma Placido
Elissa Shanks-Stewart,
Paul Lamb
VACANT

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom.

Access to the Vallejo Room will be provided to members of the public 30 minutes prior to the start of the meeting.

PUBLIC COMMENT: Members of the Public may provide comments during the Sister Cities Commission Meeting via ZOOM

<https://cityofvallejo.zoom.us/j/9528690628?pwd=Nzc3bzdNMHJJekpGT1ZkN1VRclISUT09>,
PASSWORD 131313, or via phone, by dialing (669) 900-6833. Meeting ID: 952 869 0628 followed by # sign. Press *9 to digitally raise your hand when you wish to speak. Press *6 to mute/unmute your microphone.

For additional instructions on how to speak during public comment, please visit www.cityofvallejo.net/publiccomment

VIEW THE MEETING:

There are two different ways you can view this public meeting:

- In person
- Join the Zoom webinar:
<https://cityofvallejo.zoom.us/j/9528690628?pwd=Nzc3bzdNMHJJekpGT1ZkN1VRclISUT09>
meeting ID 952 869 0628, password 131313

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. THANK YOU TO THE NATIVE TRIBES**
- 4. ROLL CALL**

5. COMMUNICATIONS

- A. Report from Executive Assistant to the Mayor, Secretary to the Commission
 - 1. Commission vacancy – update on applicants and interviews
 - 2. Report on upcoming Baguio delegation visit to Vallejo.
 - 3. Electronic Event Calendar – posted in website.
 - 4. Meeting location – update on use of Vallejo Room
- B. Report from Council Liaison to the Vallejo Sister City Commission
- C. Report from Chair of the Vallejo Sister City Commission

6. PUBLIC COMMENT

*Public Comment is an opportunity to address the Sister City Commission on any matter on or not on the agenda for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Commission to resolve. Any interested members of the public desiring to communicate with the Commission may do so in person by submitting a completed speaker's card to the Secretary or via ZOOM <https://cityofvallejo.zoom.us/j/9528690628?pwd=Nzc3bzdNMHJJekpGT1ZkN1VRcUJlSUt09>, meeting ID 952 869 0628, password 131313, Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 952 869 0628#. Password 131313, Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. When called upon, each speaker should step to the podium, state his/her name for the record.*

The conduct of the Public Comment shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to a maximum of three minutes pursuant to Vallejo Municipal Code Section 2.02.300.

7. CONSENT CALENDAR AND APPROVAL OF AGENDA

*NOTICE: Members of the public wishing to address the Sister City Commission on Consent Calendar Items may do so in person by submitting a completed speaker's card to the Secretary or via ZOOM (<https://cityofvallejo.zoom.us/j/9528690628?pwd=Nzc3bzdNMHJJekpGT1ZkN1VRcUJlSUt09>), meeting ID 952 869 0628, password 131313), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 851 502 7190, password 131313. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420. In person speakers will be recognized first.*

- A. Approval of Minutes

Recommendation:

- 1. By motion, approve the Minutes for the March 15, 2023, Vallejo Sister City Commission Special Meeting.

- B. Approval of Agenda with Flexibility

8. OLD BUSINESS

*NOTICE: Members of the public wishing to address the Sister City Commission on Old Business Items may do so in person by submitting a completed speaker's card to the Secretary or via ZOOM (<https://cityofvallejo.zoom.us/j/9528690628?pwd=Nzc3bzdNMHJJekpGT1ZkN1VRcllSUT09>), meeting ID 851 502 7190, password 131313), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 952 869 0628, password 131313. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420. In person speakers will be recognized first.*

- A. Report from Recordkeeping subcommittee from March 30 and April 5, 2023, meetings; clarify next steps for the recordkeeping subcommittee such as meeting frequency and scheduling.
1. Recommendation. Direct staff to schedule two subcommittee working meetings between the dates May 18 and June 17, 2023.
- B. Report from Chair Stewart on meeting with City Manager about receiving bell from Jincheon and determine next steps for drafting a gift policy.
1. Recommendation. Commission members with staff support look for gift policies from other cities to review.
- C. Electronic Event Calendar- update from Commissioner Lamb.
- D. Final review and approval of budget categories to apply to fiscal year 2023-2024.
1. Recommendation - Commissioners to vote on final budget categories as amended at end of last meeting.
- E. Voting for new Chair positions for each Sister and Friendship city.
1. Sister City Subcommittee Chair Nominations
 - a. Trondheim, Norway : Commissioner Lowe
 - b. Baguio City, Philippines: Commissioner Placido
 - c. Bagamoyo, Tanzania: Commissioner Stewart
 - d. Jincheon, South Korea: Commissioner Lamb
 - e. La Spezia, Italy: Commissioner Shanks-Stewart
 - f. Akashi, Japan: Commissioner Stewart, co-chair del Rosario

- g. Ensenada, Mexico: Commissioner Stewart, co-chair del Rosario

2. **Friendship City Subcommittee Nominations**

- a. Muju, South Korea: Commissioner Lamb
- b. Ennery, Haiti: Commissioner Shanks-Stewart and Lowe
- c. Rota, Northern Mariana Islands (U.S. Commonwealth): Commissioner Shanks-Stewart
- d. Zanzibar, Tanzania: Open
- e. Seven Generations Inter Tribal Council: Open
- f. Parun, Afghanistan: Commissioner Placido

- F. Review and provide feedback or approve as appropriate the draft letter to Trondheim expressing a desire to re-establish the Vallejo-Trondheim Sister City relationship

- 1. Recommendations: Review and provide feedback or approve for Mayor's signature and send to Trondheim

9. **NEW BUSINESS**

*NOTICE: Members of the public wishing to address the Sister City Commission on NEW BUSINESS Items may do so in person by submitting a completed speaker's card to the Secretary or via ZOOM (<https://cityofvallejo.zoom.us/j/9528690628?pwd=Nzc3bzdNMHJJekpGT1ZkN1VRcllSUT09>), meeting ID 952 869 0628, password 131313), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 952 869 0628, password 131313. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420. In person speakers will be recognized first.*

- A. Calendar: Report on events for the commission to support or participate in.

10. **REPORT FROM COMMISSIONERS AND AD HOC COMMITTEES – COMMISSIONERS WILL PROVIDE IF THEY HAVE ANY UPDATES**

A. **Sister City Subcommittee Reports**

- 1. Trondheim, Norway
- 2. Baguio City, Philippines
- 3. Bagamoyo, Tanzania
- 4. Jincheon, South Korea
- 5. La Spezia, Italy
- 6. Akashi, Japan
- 7. Ensenada, Mexico –

B. **Friendship City Subcommittee Reports**

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1. Muju, South Korea
2. Ennery, Haiti
3. Rota, Northern Mariana Islands (U.S. Commonwealth)
4. Zanzibar, Tanzania
5. Seven Generations Inter Tribal Council
6. Parun, Afghanistan

11. NEXT BI-MONTHLY MEETING: Special Meeting, Wednesday, June 21, 2023, 5:30PM.

12. FUTURE AGENDA ITEMS

13. ADJOURNMENT

I, Erik Rzomp, Executive Assistant to the Mayor do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Vallejo Sister City Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, Vallejo CA at 5:00 p.m., May 15th, 2023.

Dated: May 15, 2023

Erik Rzomp, Executive Assistant to the Mayor

AGENDA ITEM 8.D.

Budget Categories Estimated 02/22/23	
Total amount budgeted	\$16,000.00
Dues and Membership Fees	(\$3,000.00)
- SCI (\$1040)	
- SCI NorCal	
- Chambers	
- Country organizations	
Balance	\$13,000.00
Awards and Recognitions	(\$2,000.00)
- International VIPs, Cities & Friends	
- Local VIPs, Cities & Friends	
	\$11,000.00
International Travel	(\$1,000.00)
- Sister Cities	
- Friendship Cities	
Balance	\$10,000.00
Host Activities	(\$2,000.00)
- Sister Cities	
- Friendship Cities	
Balance	\$8,000.00
Supplies and Equipment	(\$3,000.00)
- Office Supplies	
- Packing case for P.A. system	
Balance	\$5,000.00
Promotion and Marketing	
- Flyers and Posters	(\$3,000.00)
- T-shirts, Polo Shirts, Windbreakers & caps	
Web Page & YouTube productions	
	\$2,000.00
Gifts	(\$2,000.00)
Balance	\$0.00

AGENDA ITEM 8.F.

Greetings Mayor _____,

As the Mayor of Trondheim's Sister City of Vallejo, I send warm wishes.

Our cities have been Sister Cities for _____ years. Trondheim momentarily was Vallejo's first Sister City. The City of Trondheim holds a special place in the hearts of the Vallejo people. Over the last three years the COVID -19 pandemic hindered a great deal of domestic and international travel and along with it our efforts at citizen diplomacy.

Now that the world is opening back up, our Sister City organization and I are looking forward to re-establishing the lines of communication with the City of Trondheim and its citizen diplomats. As the Mayor, I am extending this invitation to contact my office directly or to send the contact information of the designated individuals from Trondheim.

I wholeheartedly encourage you to contact our local Sister City Association and Commission members and I am looking forward to hearing from you soon.