



In person
Vallejo Room
First Floor
JFK Library
505 Santa Clara Street
Vallejo, CA 94590

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

OCTOBER 16, 2023

Pelton Stewart -Chair
Emma del Rosario
Paul Lamb
Paul Ligda
Yajaira Rubio Machado
Norma Placido
Elissa Shanks-Stewart,

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://zoom.us/my/vallejoec>, PASSWORD 131313, or via phone, by dialing (669)900-6833. Meeting ID: 851 502 7190 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://zoom.us/my/vallejoec> meeting ID 851 502 7190, 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. Welcome new commissioners.
 - 2. Ensenada outreach and Mayor McConnell's upcoming trip to Mexico
 - 3. 7 Generations outreach
 - 4. Baguio delegation expenses
 - 5. Japanese Garden
 - 6. Trondheim letter – report on status.
 - 7. Gift Inventory
 - 8. Akashi MOU
- 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://zoom.us/my/vallejoeoc>, or via phone, by dialing (669)900-6833, 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. 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://zoom.us/my/vallejoeoc>, or via phone, by dialing (669)900-6833, Meeting ID: 851 502 7190 #. Password 131313, Press * 9 to digitally raise your hand from the phone.*

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- A. Approval of Minutes and Agenda

Recommendation:

1. By motion, approve the Minutes for the June 22, 2023, Vallejo Sister City Commission Special Meeting, and approval of Agenda for October 16, 2023, 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 www.cityofvallejo.net/publiccomment or via phone, by dialing (669)900-6833, Meeting ID: 851 502 7190 #. Password 131313, Press * 9 to digitally raise your hand from the phone.*

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- A. Report from Recordkeeping subcommittee- no report, subcommittee needs to be reappointed. Commissioner Lowe did not seek reappointment. Other members not available over the summer.

1. RECOMMENDATIONS: Ask for volunteers to create a new recordkeeping subcommittee. Vote on appointments. Direct staff to schedule two to four subcommittee working meetings between the dates October 18, 2023, and December 7, 2023.

- B. Report from staff and Commissioner Shanks-Stewart on gift policy research.

1. RECOMMENDATION: Commission members with staff support look at the City's draft gift policy and draft additional language to include or as a separate policy. Schedule two to three subcommittee meetings between October 18, 2023, and December 7, 2023.

- C. Request for Calendar updates
ACTION: Commissioners to provide to Commissioner Lamb.

9. NEW BUSINESS

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- A. DISCUSSION: Determine best ways to involve youth in commission meetings.

ACTION- By motion decide on how youth will be involved in commission meetings.

- B. DISCUSSION: Restrict financial support for conferences to registration fees only. No financial support for lodging or other travel related expenses. ACTION: By motion determine financial support for conferences and direct staff to capture in a written policy. Policy to be brought back for review and approval at next meeting.

- C. DISCUSSION: Create ad hoc subcommittee to address youth involvement to include commission volunteers, roles and responsibilities, desired outcomes of subcommittee, budget requirements and reporting requirements.

RECOMMENDATION / ACTION: Appoint chair of subcommittee and members. Subcommittee members will outline roles and responsibilities, outcomes, budget requirements and reporting requirements.

**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

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

AGENDA
City of Vallejo Sister City Commission

OCTOBER 16, 2023

- 11. NEXT BI-MONTHLY MEETING: Regular Meeting, Monday, December 18, 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., October 12, 2023.

Dated: October 12, 2023

Erik Rzomp, Executive Assistant to the Mayor