



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. 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 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

*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 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. 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

**SISTER CITY COMMISSION
SPECIAL MEETING MINUTES
JUNE 22, 2023**

1. CALL TO ORDER

The meeting was called to order by Chair Pelton Stewart at 5:45 P.M.

2. PLEDGE OF ALLEGIANCE

3. THANK YOU TO THE NATIVE TRIBES

4. ROLL CALL

Commissioners Present: Chair Stewart, Commissioners Lamb, and Placido, Shanks-Stewart.

Commissioners Absent: Vice-Chair Lowe, excused, Commissioner del Rosario, unexcused.

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

5. COMMUNICATIONS

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

1. Commission Vacancy- Three applicants already interviewed with one more set of interviews the next week. Council to make commission appointments at the July 11 council meeting.
2. Annual dues for Sister City International membership - Invoice submitted for payment in the amount of \$1030.00.
3. Meeting location – next commission meeting to be held in the Vallejo Room
4. Trondheim letter – letter drafted and need a contact person at the Vallejo Sister City Association for Trondheim to respond to.

B. Report from Council Liaison to the Vallejo Sister City Commission –
Commission Liaison Vice Mayor Verder-Aliga was not present.

C. Report from Chair of the Vallejo Sister City Commission -. Chair Stewart reported on the Philmore Graham Science Fair and that the sister City organization would supply drone training to schools in our sister cities to be based on pilot program

with Bagamoyo, Tanzania school. Chair Stewart to meet with volunteers to initiate drone training program. Commissioner Lamb to place drone meetings on group calendar. Commissioners encouraged to participate in the 4th of July parade. Chair looking for a volunteer to monitor voicemail and email communications. Report on Sister City International Conference attendees – Brenda Brumfield to go. The Sister City Association is going to Akashi Japan this fall and other members are invited to go on the trip. Commissioner Lamb recognized for working on the Sister Schools program.

6. PUBLIC COMMENT – None

7. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. Approval of Minutes & Approval of Agenda

Recommendation: By motion, approve the Sister City Commission minutes for the Special meeting of May 18, 2023, Sister City Commission and approve the agenda with flexibility for the Special Meeting of June 22, 2023.

Action: Approval of minutes for May 18, 2023 Special meeting and the agenda for the Special Meeting of June 22, 2023. Motion passed unanimously to approve minutes and to approve agenda with flexibility.

8. OLD BUSINESS

A. Report from Recordkeeping subcommittee

No report

Recommendation. Direct staff to schedule two to four subcommittee working meetings between the dates June 26 and August 17, 2023.

Action: Recommendation approved unanimously.

B. Report from staff and Commissioner Shanks-Stewart on gift policy research. Conducted information gathering and did not find anything specific on Sister City gift policies.

Recommendation. Commission member with staff support continue to look for gift policies from other cities to review. Schedule two to three subcommittee meetings between June 26, 2023, and August 17, 2023.

Action: Recommendation approved unanimously.

9. NEW BUSINESS

- A. **Calendar – Report on events for the commission to support or participate in.**
Action: Add 4th of July activities to the calendar if not there already.
- B. **Review 2023 expenditures to date. For information only.**
- C. **Public Communications- challenges and opportunities – Discussion only no action. How to get information out to the public.**
- D. **Sister Cities International Leadership Conference – Verbal Report from Chair Stewart.**
- E. **Discuss other opportunities for youth participation with the commission.**
 - 1. **Solicit recommendations and determine next steps for youth participation.** – Ideas presented: Invite youth to next meeting to get ideas, get youth advisors to the commission to speak at public comment portion of meeting, coordinate with the city youth coordinator.
- F. **Report from Commissioner Lamb on Sister School relationship and activities between Baguio High School and MIT Academy in Vallejo.**
 - 1. Recommendation – NO Action
 - a. Discuss activities proposed by Commissioner Lamb – Principals from both MIT and Baguio high School are interested in a sister school relationship. In process of identifying faculty advisor from MIT.

10. REPORT FROM COMMISSIONERS AND AD HOC COMMITTEES

- A. **Sister City Sub Committee Reports – Report only new items**
 - 1. Trondheim, Norway- No report
 - 2. Baguio City, Philippines– \$2000 check issued from Sister City Association for repair of the replica Golden Gate Bridge in Baguio. Estimate of labor and materials for repair in Baguio is 85,000 pesos. Pending receipts from Baguio for Association reimbursement.
 - 3. Bagamoyo, Tanzania – 30th Anniversary year. Report submitted. Humanitarian aid to Kenya is not coming from Bagamoyo Sister City budget.
 - 4. Jincheon, South Korea – No report.
 - 5. La Spezia, Italy – Commissioner Shanks-Stewart to contact Dina Ford who went to La Spezia. May be useful since there has not been any communication from La Spezia.
 - 6. Akashi, Japan – Trip to Akashi planned in Fall.

7. Ensenada, Mexico – Through Chair Stewart: Mayor McConnell is open to a diplomatic visit when he goes on vacation at the end of October. He is willing to participate in a document signing.

B. Friendship Cities Subcommittee – Report only new items

1. Muju, South Korea – No update
2. Ennery, Haiti – No update.
3. Rota, Northern Mariana Islands (U.S. Commonwealth) – Communication have been spotty due to a typhoon.
4. Zanzibar, Tanzania - no report.
5. Seven Generations Inter Tribal Council – Chair Stewart is looking for a new contact person from Seven Generations Intertribal Council.
6. Parun, Afghanistan – no report

11. NEXT MEETING DATE: Regular Meeting Monday August 21, 2023, 5:30 P.M.

12. FUTURE AGENDA ITEMS –

Need new documentation subcommittee members.

Involve youth in the commission meetings.

Agendize to restrict support to registration fees only for Sister City conferences. No financial support for lodging or other travel expenses.

Ad hoc subcommittee for youth

Follow up on gift policy

13. ADJOURNMENT

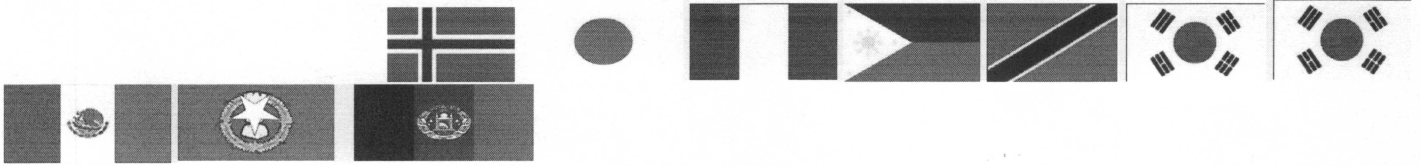
The meeting adjourned at 7:08 P.M.

PELTON STEWART, CHAIR

ATTEST:

ERIK RZOMP, SECRETARY

The Vallejo Sister City Commission and the Vallejo Sister City Association



Bagamoyo Committee Monthly Report

Status of the subcommittee work

Juneteenth

We did not march in the parade, and we did not have an information booth. (Not enough volunteers.)

Anniversary gift to Bagamoyo

Replacement plaque. We will work on where in the regional office I can place the plaque.

Lapel Pins. We will bring them with us

Key to the City- We will include it as soon as we get them approved.

VIP & Hosts gifts- We will use what we have gathered and add a few culture specific items

PGISF Project for 2023

We will assist with getting the packets to the school or schools in the Bagamoyo District. So far, we have one, but we have been assisting three schools over the years.

We plan to reach out to all the Historically Black Social and Civic Organizations in Vallejo and request assistance with this and other VSC activities.

Kwanzaa

We plan to participate in the Kwanzaa Celebration again this year in December. (The due is \$150 but they allow us to only pay \$100.)

Willie B Adkins Scholars Program:

We are developing some joint venture in the African American Community of Vallejo leading up to them assisting us with future activities in Vallejo and our visits to Haiti and Bagamoyo in the future and college tours in the USA. (We have not paid dues)

Omega Gents:

We are developing some joint venture in the African American Community of Vallejo leading up to them assisting us with future activities in Vallejo and our visits to Haiti and Bagamoyo in the future. (We have not paid dues)

African American Chamber of Commerce:

We are developing some joint venture in the African American Community of Vallejo leading up to them assisting us with future activities in Vallejo and our visits to Haiti and Bagamoyo in the future. (We have not paid dues)

African American Alliance,

We are developing some joint venture in the African American Community of Vallejo leading up to them assisting us with future activities in Vallejo and our visits to Haiti and Bagamoyo in the future. (We have not paid dues)

Donation to Humanitarian Project in the Kenya and the Bagamoyo District

We plan to donate to the medical center in Nairobi Kenya (using donations from members of the team of Vallejo Citizens who visited and other volunteers. Our goal is to make a \$500 donation. We are planning to donate in conjunction with Medshare, Medical Supplies and Equipment. Our goal is to raise \$500 for the medical center we donated solar lighting in 2019.

Saving up for our 2024 trip to Bagamoyo

Norma has collected a refundable total of \$100.00 of the cost of a VSC Board Member for our 2024 trip. The committee will be preparing a projected cost and an overall budget.

Informational Items

Submitted by Bagamoyo Committee Co-Chairs: Baradari Barksdale, Lonnie Brumfield, and Pelton Stewart July 2023

Sister City Commission Meeting October 16, 2023

5. Communications

Item 5.A.5

Japanese Garden Work Plan – from Rick Weyrich August 22, 2023

Dear Erik,

After meeting with Pelton and Sarah at the garden site, here is a work plan for the Japanese Garden "refresh" based on all the input from that meeting. As previously mentioned, the date for the Japanese delegation to visit Vallejo will be known once the Vallejo delegation travels to Akashi in October of this year.

1. Locate photographs of the garden from the 35th anniversary celebration. In addition, locate any photos of the garden elements such as close ups of the plaques, (main garden entrance, clock), plant identification holders, concrete accessories, and especially of the Oniwagara from previous ceremonies--or available general photography.

Sarah has contacted the original photographer who will search her archive for photographs. In addition, Sarah is researching newspaper clippings from the museum for any media photos.

2. Vallejo Beautification Commission (VBC), September meeting: I will add to the agenda for the VBC a request to support the Sister City Commission (SCC) regarding this effort. The VBC will provide help to the SCC in recruiting volunteers to work in the garden, to promote the garden, and to promote the 55th Anniversary Celebration scheduled for next year.

3. Survey damaged and missing plant identification holders. Repair and replace wood holders and metal plant identification plates. In addition, replace all City Hall entrance plaques--including the Seiko Solar clock's identification plate with original information.

4. Replace dead trees and plants from original garden: Japanese Laceleaf Maple, Tasmanian Tree Fern, and possibly the Weeping Cherry.

5. Recruit volunteers for weeding, debris removal, removal of invasive plants, and general cleaning of the main garden area. This will require multiple efforts as the amount of weeds and debris are large and cumbersome.

6. Expand the Japanese theme by adding a Japanese Yoshino Cherry tree, (ornamental), Japanese anemones, and azaleas to the large, concrete flower box at the top of the stairs between the library and the garden. This will require PW to remove the dead tree stump in the middle of the box and turn on the irrigation to this location.

7. Restoration of the vandalized Japanese Oniwagara: The apex roof corner and the engraved plaque are in salvageable condition. The ogre (oni) face will have to be reproduced. I have located a ceramic artist who is willing to do the restoration. The restoration artist will need access to the salvaged pieces now stored in the Sister City Room.

8. A secure location will be required for re-installation for the repaired Oniwagara. The SSC and city officials will need to agree on location.

9. Landscape gravel and stone walk ways will needed to be refreshed.

10. Investigate possible insurance for the Weeping Himalayan Cedar (*Cedrus deodara*).

Pelton has advised that the SCC and the Sister City Association will provide financial support for this project. Sarah and I will wrangle the details and logistical work that will be required for this project to be completed on time.

Regards,

Rick Weyrich
Chair
Vallejo Beautification Commission

October 2, 2023 Update

Hi Erik,

I wanted to give you an update on the Japanese Garden "refresh". Numbers here relate to listed actions below in original work plan.

#1. Sarah Nichols has met with the original photographer of the 35th Anniversary Event and obtained the files. There are over 1000 photographs. They were in an "old format", so there was some difficulty in transferring to current technology--but, she has put them on a CD and will give to Pelton. We also have a couple of newspaper clipping from the Museum that show the ceremony. We are still looking for photos of the original plaque on the lower level, and the plaque for the clock on the upper level. We need the original information.

#2. At the September meeting of the Beautification Commission, the commissioners agreed to support the Sister City Commission on this project.

#3. Sarah and I have received a list of the original plants from Marv Furth, (former commissioner), and will match with the damaged plant plaques in order to have replacements made.

#6. We have ordered the Yoshino Cherry Tree for the upper planter at the top of the stairs. The dead tree stump in the planter, and the stump in the lower level, needs to be removed. Can you ask PW to start this process of removal as soon as possible? In addition, irrigation of some sort to be repaired or replaced to the planter, needs to be done at time of stump removal. We would like to get these new plants in the ground before the winter. We would like them to be well established next September as a result of the winter rains.

#7. Onigawara--the ceramic artist has viewed the damage and had concurred that the "oni" is repairable. At some point, the pieces will need to be moved to her studio for the repair work. Marv Furth provided some photos of the damaged piece. The Sister City Commission and the City will need to investigate and finalize a location for the repaired Onigawara.

Also, I was at the site this past week and noticed another water leak around the Weeping Cedar, and a new irrigation pipe near the Japanese lantern. The pipe was standing about 12 inches up and was capped. Can you ask PW for an update and let me know what is problem?

I am concerned--as standing water can be as bad as no water for most plants. Please advise.

Regards,

Rick Weyrich
Chair
Vallejo Beautification Commission