



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

DRAFT AGENDA
VALLEJO SISTER CITY
COMMISSION
SPECIAL MEETING – 5:00 p.m.

APRIL 15, 2024

Pelton Stewart -Chair
Paul Lamb – Vice Chair
Paul Ligda
Yajaira Rubio Machado
Norma Placido
Elissa Shanks-Stewart
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://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

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/vallejoec>, 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/vallejoec>, 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 February 22, 2024, and March 6, 2024, Vallejo Sister City Commission Special Meetings, and approval of Agenda for April 2024, Vallejo Sister City Special Meeting.

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. Recordkeeping subcommittee – discuss and determine next steps.

Recommendation: draft formal Sister City file contents page for each file

and assemble each file according to the contents page. Continue to meet on an ad hoc basis.

- B. Gift policy subcommittee. – discuss and determine next steps.
Recommendation: Draft policy which references the City gift policy.
- C. Report from Commissioner Lamb on youth subcommittee.
- D. Rick Weyrich updates on status of Japanese Garden restoration and request for funding. Reference minutes of February 22, 2024, minutes for projected expenses for restoration.
Recommendation: review proposed expenses and approve an expenditure of commission funds not to exceed the specified expense amount of \$5028.10 or the balance of commission budget less the annual dues whichever is less. Expenditure approval should allow for balance of budget to cover the annual Sister City International Dues of \$1030.00.
- E. Report from Secretary on insurance for artifacts in Sister City room.
Recommendation: Accept report from Risk Management

9. NEW BUSINESS

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- A. Sister Cities International Annual Dues for membership term 07/01/2024 to 06/30/2025, for City of Vallejo in the amount of \$1030.00, Invoice #412533.
Recommendation: By motion approve expense of annual dues.
- B. Discuss preparation of a commission manual.
Recommendation: Commission member(s) to prepare an outline, rationale, and presentation for the commission to evaluate and approve or reject at a future meeting.
- C. Discuss the erection of signs recognizing Sister Cities at entrances to Vallejo.
Recommendation: Commission member(s) to prepare a description of the project, rationale, costs, and presentation for the commission to evaluate and approve or reject at a future meeting.

- D. Discuss a policy of hosting youth from our Sister Cities.
Recommendation: Commission member(s) to prepare a draft policy for the commission to evaluate and approve or reject at a future meeting.

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

A. Sister City Subcommittee Reports

- 1. Trondheim, Norway – Commissioner Ligda (interim)
- 2. Baguio City, Philippines – Commissioner Placido
- 3. Bagamoyo, Tanzania – Commissioner Stewart
- 4. Jincheon, South Korea – Commissioner Lamb
- 5. La Spezia, Italy – Commissioner Shanks-Stewart
- 6. Akashi, Japan – Commissioner Stewart
- 7. Ensenada, Mexico - Commissioner Stewart

B. Friendship City Subcommittee Reports

- 1. Muju, South Korea – Commissioner Lamb
- 2. Ennery, Haiti - open
- 3. Rota, Northern Mariana Islands (U.S. Commonwealth) - Commissioner Shanks-Stewart
- 4. Zanzibar, Tanzania - open
- 5. Seven Generations Inter Tribal Council – Commissioner Lamb
- 6. Parun, Afghanistan – Commissioner Placido

11. NEXT BI-MONTHLY MEETING: Regular Meeting, Monday, June 17, 2024, 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., April 12, 2024.

Dated: April 12, 2024

Erik Rzomp, Executive Assistant to the Mayor