



In person  
Council Chambers  
555 Santa Clara Street  
Vallejo, CA 94590

**AGENDA**  
**VALLEJO SISTER CITY**  
**COMMISSION**  
**REGULAR MEETING – 5:30 p.m.**  
**AUGUST 19, 2024**

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

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

**Access to the Council Chambers 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/vallejoeoc>, 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](http://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/vallejoeoc> 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](http://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.*

*For additional instructions on how to speak remotely during public comment, please visit, [www.cityofvallejo.net/publiccomment](http://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 17, 2024, Vallejo Sister City Commission Regular Meeting, and approval of Agenda for August 19, 2024, Vallejo Sister City Commission Regular Meeting.

**8. ELECTION OF CHAIR AND VICE CHAIR**

**9. 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](http://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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*Section 2.02.420. In person speakers will be recognized first.*

- A. Recordkeeping subcommittee – Present draft recordkeeping policy for comment by commissioners.  
**Recommendation:** Discuss and incorporate feedback as necessary and bring back a final version to the commission.
- B. Gift policy subcommittee. – Present draft gift policy for comment by commissioners.  
**Recommendation:** Discuss and incorporate feedback as necessary and bring back a final version to the commission.
- C. Report from Commissioner Lamb on youth subcommittee.
- D. Report from Entry sign subcommittee  
**Recommendation:** Continue to meet on an ad hoc basis.
- E. Rick Weyrich updates on status of Japanese Garden  
**Discussion:** Discussion of next steps to include placement of Onigawara. Should it be inside or outside.

## **10. 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](http://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. Presentation of Sister Cities Annual Conference highlights by Brenda Brumfield, Sister Cities International, Honorary Board, California State Representative(Northern), S.C.I.-NORCAL Board of Directors/Past President.  
**Recommendation:** Brief discussion on what was gleaned, no further action.
- B. Discuss communication strategies to ensure all commissioners are aware of events and opportunities.  
**Recommendation:** Identify methods, content, responsible parties and timeliness of communication. Develop into a commission policy.

## **11. 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

**12. NEXT BI-MONTHLY MEETING: Regular Meeting, Monday, October 21, 2024, 5:30PM.**

**13. FUTURE AGENDA ITEMS –**

**14. 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., August 16, 2024.

Dated: AUGUST 16, 2024

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Erik Rzomp, Executive Assistant to the Mayor

## **AGENDA ITEM 9.A Recordkeeping Subcommittee**

**Draft August 19, 2024**

### **Sister City Records Files**

Background: The Mayor's office maintains a hardcopy file on each of the Vallejo Sister cities and Friendship cities. The files are in addition to the Vallejo Sister City Commission files which contain Agendas and Minutes of the Sister City Commission. The purpose of these files is to maintain a history of the citizen's diplomatic relationship from the inception of the relationship to the present.

### **Definitions**

Official Correspondence – letters received or sent on city letterhead. These letters may be delivered by email or hard copy by regular mail. Typically, invitations for a delegation visit and the response are contained in the official correspondence.

Memorandums of Understanding (MOU) – document outlining the agreement and the terms of the relationship with the Sister City. The MOUs are to be signed by the Mayors of both cities and a copy filed with Sister Cities International to be recognized.

- A. The initial documentation maintained in the file should largely reflect the process outlined in the Vallejo Sister city policy for Selection of Friendship and Sister Cities.
  - a. Retain letters of intent sent and received
  - b. Retain lists of persons of interest who serve as contacts and contact information
  - c. Retain records and results of organizing trips and diplomatic visits
  - d. Retain a file for approval packets. Include draft Memorandums of Understanding MOUs.
  - e. Retain documentation of the City Council approval of elevation to Sister City from Friendship city
  - f. Retain any communication arranging for formalization of the relationship – e.g. preparation for signing of MOUs.
  
- B. For a Friendship city
  - a. Maintain letters of interest
  - b. Keep a list of contacts including in the Mayor's office or at the local government levels and for the citizen diplomat contact person in the respective cities.
  - c. Keep copies of official correspondence to and from the Friendship city
  - d. Maintain a record of any official visits/delegation visits to or from the Friendship city. Include dates and persons visiting and itineraries.
  - e. If a Friendship city is to be placed on emeritus status or if the relationship is to be dissolved, a rationale and decision are to be documented.

- f. If a city is not approved, a single document with the name of the city, the reason for the recommendation, date and commission signatures will be prepared and placed in the file and retained indefinitely. The complete Friendship exploratory file and communication will be maintained for two years from the date of determination and them may be purged and destroyed per COV records retention policy.
- C. For a Sister city.
- a. Retain the documentation collected during the Friendship city period.
  - b. Retain signed original of the MOU
  - c. Retain the documentation from SCI recognizing the affiliation
  - d. Keep a list of contacts including in the Mayor's office or at the local government levels and for the citizen diplomat contact person(s) in the respective cities.
  - e. Keep copies of official correspondence to and from the Sister city
  - f. Maintain a record of any official visits/delegation visits to or from the Sister city. Include dates and persons visiting and itineraries.
  - g. Maintain a list of gifts given and received, the recipients and the givers, the occasion and the date.
  - h. If a Sister city is to be placed on emeritus status or if the relationship is to be dissolved, a rationale and decision are to be documented.

## **AGENDA ITEM 9.B. Gift Policy Subcommittee**

**Draft: August 19, 2024**

### **Sister City Gift policy – Procedure**

#### Definitions

**Diplomatic or Protocol gifts** - A diplomatic gift is a gift given by a diplomat, politician, or leader when visiting a foreign country. <https://diplomacy.state.gov/item-theme/diplomatic-gifts/>

A gift of state often captures the essence of a nation, chosen for its ability to exhibit pride in a unique culture and people. Gifts of state may showcase traditions of fine or folk arts, crafts or craftsmanship. They may display wealth in precious stones or metals, fine textiles and apparel. Gifts may draw from a rich heritage of antiques and antiquities. This way the gift becomes more than a mere formality, but a reminder of the special alliance between the gift giver and receiver. <https://diplomacy.state.gov/why-do-diplomats-give-gifts/>

In the context of Sister Cities, citizen diplomats and local dignitaries carry out the protocol gift exchanges. The receipt and giving of gifts are a normal part of the cultural exchange of the citizen diplomacy in Sister City activities. These cultural implications must be considered, and gifts are seen as an expected and necessary part of Sister City activities and citizen diplomacy. Gifts are especially important for commemorative visits such as a milestone anniversary of a sister city relationship.

Gifts are typically given and received during delegation visits from our sister cities and during delegation visits to our sister cities.

#### A. Giving Protocol Gifts

1. Gifts may be given by COV representatives and/or the COV
  - a. When an official delegation from one of our Sister Cities visits the City of Vallejo. The delegation must be part of a prearranged visit. The delegation may include elected officials of the Sister City
  - b. When an official delegation from the City of Vallejo Sister City Commission and/or Association travels to one of our Sister Cities the delegation may include elected officials from the City of Vallejo.
2. Gifts may be given by the Mayor, Councilmembers, the Sister City Commission or the Sister City Association at an official function. The event should be public.
3. Gifts must be approved by the Sister City Commission at a commission meeting in order for budgeted commission funds to be used.

4. The purchase of the gifts must comply with City Council Policy 2024-01 Boards, Commissions, and Committees Budget and Expenditures where dignitary gifts do not exceed \$1500 per delegation and do not exceed \$150 average per dignitary.
5. A record of the gifts, the cost, the recipient, the date, the presenter and the occasion will be kept. The records of such gifts are kept in the Mayor's office. This includes receipts for gifts and photos of the presentation if available. The records are to be retained according to Finance retention practices but may be retained indefinitely as a reference to ensure no duplication of gifts.
6. Gifts to Sister Cities from the COV become the property of that Sister City. The recipient of the gift is then responsible for any and all future care and maintenance of the gift.

B. Receiving Protocol Gifts

1. Gifts may be received by COV representatives and/or the COV:
  - a. When an official delegation from one of our Sister Cities visits the City of Vallejo and presents gifts. The delegation must be part of a prearranged visit. The delegation may include elected officials of the Sister City.
  - b. When an official delegation from the City of Vallejo Sister City Commission and/or Association travels to one of our Sister Cities. The delegation must be part of a prearranged visit. The delegation may include elected officials from the City of Vallejo.
2. Gifts received other than small personal items of nominal value (\$50.00 or less) are gifts to the COV. Upon receipt of the gifts, they will be seen as assets of the city and will be treated as such and according to COV internal procedures.
3. Gifts to the city from a sister city will be handled according to city asset management procedures for identifying, photographing, tagging, valuation, insuring and storing. The goal of gift/asset management is to ensure traceability of the gifts and allow for display for the public. The COV is then responsible for the storage and upkeep as determined by the city council and City Manager. In lieu of a current policy, small diplomatic gifts will be identified, photographed, tagged, valued, insured as appropriate and stored. Gifts will be stored in the Sister City Room until a display may be arranged.
4. Personal gifts to Commissioners, councilmembers and city staff may be subject to California Fair Political Practices Commission (FPPC) reporting requirements.

5. Large gifts (e.g. outdoor sculpture) may require plans for acceptance. Such a gift will require an acceptance plan and will require the assistance of the council, city manager and possibly the city attorney.