



In person
Vallejo Room
505 Santa Clara Street
Vallejo, CA 94590

AGENDA
VALLEJO SISTER CITY
COMMISSION
REGULAR MEETING – 5:30 p.m.
DECEMBER 16, 2024

Elissa Shanks-Stewart -Chair
Paul Lamb – Vice Chair
Emanuel Andreas
Paul Ligda
Yajaira Rubio Machado
Norma Placido
Pelton 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.
- 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 August 19, 2024, Vallejo Sister City Commission Regular Meeting, and approval of Agenda for December 16, 2024, Vallejo Sister City Commission Regular 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 – 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.

- 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 and Erik Rzomp updates on status of Japanese Garden

Discussion: Discuss meeting with Public Works on December 3, 2024.

Request feedback from the commissioners.

9. NEW BUSINESS

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- A. Midyear budget review.

Recommendation: Discussion on expenditures to date.

- B. **Proposed meeting dates for 2025 to be held in the Vallejo Room**

February 19 – WED 5:00PM – Special meeting due to holiday

April 21- Monday 5:30 PM

June 16 -Monday 5:30 PM

August 18 -Monday 5:30 PM

October 20 -Monday 5:30 PM

December 15 -Monday 5:30 PM

Recommendation: After discussion accept the schedule as proposed or suggest and agree on alternate dates.

- C. Discussion of requests for diplomatic letters. Discussion to include use of policy for requesting ceremonial documents.

D. Discuss use of commissioner contact information.

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

A. Sister City Subcommittee Reports

1. Trondheim, Norway – Commissioner Ligda
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. Request from the Chair for additional commissioner support.

B. Friendship City Subcommittee Reports

1. Muju, South Korea – Commissioner Lamb
2. Ennery, Haiti – Commissioner Andreas with support from Commissioner Stewart
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: Special Meeting, Wednesday, February 19, 2025, 5:00PM.

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., December 12, 2024.

Dated: DECEMBER 12, 2024

Erik Rzomp, Executive Assistant to the Mayor