

**Special Meeting of the Sister City Committee
City Hall
18747 Clarkdale Avenue
Artesia, CA 90701
(562) 865-6262**

**Monday, April 20, 2026
3:30 p.m.**

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

Anyone wishing to speak is asked to fill out a speaker card and submit it to the staff to address the Committee. Public comments may be submitted by email at publiccomments@cityofartesia.us before 8:00 a.m. on the date of the meeting. All public comments are limited to a three-minute time period. Under California law, public comments at special meetings are limited to subjects on the agenda only.

4. ITEMS

4.A. Minutes from the January 28, 2026 Meeting

— Recommendation: Approve the minutes as presented for the January 28, 2026 Sister City Committee Meeting.

4.B. Review of Letters Requesting Sister City Relationship with Angra do Heroismo

— Recommendation: Receive and file the Letter of Request submitted by Artesia DES and the Reciprocal Letter of Intent submitted by the City of Angra do Heroismo; and Recommend approval to the City Council for the establishment of a Sister City Relationship between the City of Artesia and the City of Angra do Heroismo, Portugal.

5. ADJOURNMENT

The City of Artesia complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's office at 562-865-6262 at least 72 hours prior to the meeting. Copies of Staff Reports are on file in the Office of the City Clerk and are available for inspection.

Date Posted: April 17, 2026



SISTER COMMITTEE AGENDA REPORT

MEETING DATE: April 20, 2026

ITEM NO: 4A.

TO: Committee Members

SUBJECT: Minutes from the January 28, 2026 Meeting

FROM: Mario Flores, Management Analyst

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

BACKGROUND:

The minutes of the Sister City Committee Meeting held on January 28, 2026 have been prepared and are attached to this report for Committee review. The minutes capture the actions taken during the meeting. The minutes must be approved to ensure accurate record of the proceedings.

RECOMMENDATION:

Staff recommends that the Sister City Committee approve the minutes as presented for the January 28, 2026 Sister City Committee Meeting.

Attachments

[1-28-26 SCC Meeting Minutes.pdf](#)

Artesia Sister City Committee Meeting Minutes
Wednesday, January 28, 2026 – 8:30 a.m.
Artesia City Hall
18747 Clarkdale Avenue, Artesia, CA 90701

1. CALL TO ORDER MEETING

Mayor Pro Tem Ramoso called the meeting to order at 8:40 a.m.

2. ROLL CALL

Present: Mayor Pro Tem Ramoso and Councilmember Ahir.

Staff Present: City Manager Avalos, Deputy City Manager Burke, Management Analyst Flores.

3. PUBLIC COMMENTS

3A. Public Comments Public comments could be provided, in person or submitted by email to publiccomments@cityofartesia.us on the date of the meeting. There were no public comments to report.

4. ITEMS

4A. Discussion on Sister City Designation Policy

The Committee reviewed the proposed Sister City Designation Policy draft and provided feedback to staff. Staff was directed to incorporate the recommended changes and present a revised draft to the City Council on March 9 for approval by resolution.

5. ADJOURNMENT

The meeting was adjourned at 9:15 a.m.



SISTER COMMITTEE AGENDA REPORT

MEETING DATE: April 20, 2026

ITEM NO: 4B.

TO: Committee Members

SUBJECT: Review of Letters Requesting Sister City Relationship with Angra do Heroismo

FROM: Mario Flores, Management Analyst

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

RECOMMENDATION:

Staff recommends that the Sister City Committee:

1. Receive and file the Letter of Request submitted by Artesia DES and the Reciprocal Letter of Intent submitted by the City of Angra do Heroismo; and
2. Recommend approval to the City Council for the establishment of a Sister City Relationship between the City of Artesia and the City of Angra do Heroismo, Portugal.

BACKGROUND:

On March 9, 2026, the City Council adopted a Sister City Designation Policy establishing the requirements and procedures for community organizations and other eligible entities to propose the formation of Sister City relationships with the City of Artesia. The Policy provides that Sister City programs are intended to foster cultural exchange, community partnerships, and potential economic and professional collaboration. The Policy further clarifies that such programs are not supported by City staff or financial resources unless specifically authorized by a majority vote of the City Council.

Under the Policy, community organizations may seek City Council approval by submitting an application to the Sister City Committee by way of the City Manager. The Sister City Committee, composed of two members of the City Council designated by the Mayor, is responsible for reviewing applications and making recommendations to the City Council, which retains sole discretion to approve or deny each request on a case-by-case basis.

Staff has received a Letter of Request from Artesia DES proposing the establishment of a Sister City relationship with Angra do Heroismo, Portugal. A Reciprocal Letter of Intent (LOI) from Angra do Heroismo has also been submitted in support of the request.

ANALYSIS:

The request satisfies the Policy's minimum requirements, including submission of both a Letter of Request and a Reciprocal LOI.

DES Letter of Request

The Letter of Request provides strong justification based on the longstanding historical and cultural ties between Artesia's Portuguese community; primarily originating from the Azores. The letter also includes the historical and cultural ties between Artesia and Angra do Heroismo, the proposed Sister City. The letter highlights decades of cultural exchange, including festivals, performances, and community visits, as well as prior engagement between officials from both cities. It also notes that Angra do Heroismo has already expressed formal support for the relationship.

The proposal outlines objectives consistent with the Policy, including expanding cultural exchange, promoting Portuguese heritage (including cuisine, music, language, and soccer), and strengthening community partnerships. The request aligns with the Policy's goals related to cultural exchange, international relationships, and community engagement. Furthermore, Artesia DES has demonstrated its organizational capacity to sustain the Sister City relationship, as evidenced by its decades of active involvement in cultural programming, international exchanges, and community engagement, consistent with the Policy requirements that such efforts not rely on City resources.

Angra do Heroismo Reciprocal Letter of Intent

The LOI from Angra do Heroismo expresses a clear commitment to establishing a Sister City (twinning) relationship based on mutual cooperation, cultural exchange, and shared history. The letter emphasizes the strong connection between the Azorean community and Artesia, identifying the partnership as an opportunity to strengthen cultural identity, support economic and social development, and foster long-term collaboration.

The LOI outlines potential areas of cooperation, including cultural and educational exchanges, tourism promotion, professional development, and joint programs between public and private entities. It also proposes the establishment of a coordinating framework to manage the relationship, including regular meetings and ongoing program development. Overall, the letter demonstrates reciprocity and a structured, long-term commitment to the partnership consistent with Policy expectations.

Attachments

[Letter of Request - Artesia DES - Angra do Heroismo.pdf](#)

[LOI from Angra do Heroismo.pdf](#)

[Sister City Designation Policy 3.9.26.pdf](#)



11903 Ashworth Street, Artesia, California 90701-4111

April 13, 2026

RE: Request for Sister City unification between the City of Artesia and the City of Angra do Heroísmo

Dear Honorable Mayor, Councilmembers, City Manager, and members of the Sister City Committee:

As the primary organization representing the Portuguese community in the City of Artesia, we herein, by way of this letter, request your consideration and formal approval of the Sister City relationship between the City of Artesia and Angra do Heroísmo.

The following contains a brief history behind this request and the justification for your consideration and approval:

History:

Portuguese in Artesia:

- Portuguese immigration, dating back to the early 1900s, has played a foundational role in the history of Artesia and California, transforming the city in the early 20th century into a major dairy hub and establishing a lasting cultural presence. The Portuguese Community, primarily from the Azores, remains a core historic part of Artesia's approximate 1.6-square-miles, particularly centered around the Artesia D.E.S., Inc. - Portuguese Club, established in 1927.

Many of the Portuguese in our community originated primarily from the islands of Terceira and São Miguel, in the Azores archipelago, with the majority from Terceira, and more specifically from the city, or rather the county, of Angra do Heroísmo.

Over the many decades, our Portuguese community has celebrated Portuguese cultural traditions, foods, music, and festivities with the broader City of Artesia community. In addition, we have hosted musicians, performers, soccer teams, and diplomats from Portugal, specifically from Angra do Heroísmo, who have come to Artesia to participate in our community. Likewise, over the years, our organization has sent many local members to Terceira to participate in celebrations, soccer events, musical events, and other activities, providing opportunities for many Artesians to experience the cultural traditions of the Azores.

Angra do Heroísmo:

- Angra do Heroísmo is a city and municipality on Terceira Island, Portugal, and one of the three capital cities of the Azores. Founded in 1478, Angra was historically the most important city in the Azores, serving as the seat of the Bishop of the Azores and various government entities, and having previously served as the capital of Portugal during the Liberal Wars. It was classified as a World Heritage Site by UNESCO in 1983. In addition to being a city, Angra do Heroísmo is also considered one of the two counties on Terceira Island.

Initial Proposal for Sister City Relationship:

- On or about November 2024, our organization hosted a Marching Band Festival at our facility. At the event, we were honored to receive the Vice Mayor and a Councilmember from Angra do Heroísmo, along with Councilmembers Monica Manalo and Melissa Ramoso. During this event, representatives from both cities, along with Paulo I. Menezes, Honorary Consul of Portugal, expressed a sincere interest in establishing a Sister City relationship. Since then, the City of Angra do Heroísmo has already approved a Sister City resolution and is awaiting a reciprocal resolution of approval from the City of Artesia.

Justification and Relationship Objectives:

Justification:

- As outlined above, the Portuguese community in Artesia has some of the oldest and deepest roots in our city. For decades, informal and formal cultural exchanges and relationships have existed between the Portuguese community in Artesia and Angra do Heroísmo. A large majority of the Portuguese community in Artesia originally have their roots directly from the county of Angra do Heroísmo.

Relationship Objectives:

- An approved Sister City accord would foster a deeper relationship between Portuguese culture and traditions and the entire Artesia community.

- An approved Sister City accord would foster a greater appreciation for Portuguese cuisine and music.
- An approved Sister City accord would promote increased cultural exchange, including the sport of soccer, between the communities.
- An approved Sister City accord would provide opportunities for community members from Artesia and Angra do Heroísmo to visit one another's communities and learn more about each other's traditions and cultures.
- An approved Sister City accord would lead to greater support, expansion and appreciation of the Portuguese language.

Therefore, pursuant to the foregoing information, we respectfully request your consideration and approval of this Sister City relationship.

Should you have any questions or need additional information, please feel free to contact me directly at 562-743-7000, or you may also contact Paulo I. Menezes, Honorary Consul of Portugal, at 562-756-3955.

Sincerely,



Paul De Medeiros
President, Artesia D.E.S., Inc.



MUNICIPIO DE ANGRA DO HEROÍSMO
Câmara Municipal de Angra do Heroísmo

Ex.mo Senhor
Presidente da Câmara Municipal
de Artesia

Angra do Heroísmo, 5 de junho de 2025

Na sequência de missiva de V. Ex.^a de 20 de março, venho pelo agradecer em nome do executivo camarário o interesse em firmar a cooperação e fortalecimento de laços entre as cidade de Artesia e Angra do Heroísmo, o que muito honra esta cidade.

Assim, tomo a liberdade de remeter proposta de acordo de gemação a celebrar entre as duas cidades à superior consideração de V. Ex.^a.

Sem outro assunto, subscrevemo-me com os cumprimentos, *e considero*

O Presidente da Câmara Municipal,

José Gabriel do Álamo de Meneses



Acordo de Geminação entre as Cidades de

Angra do Heroísmo e Artesia

A cooperação intermunicipal constitui uma das melhores formas de cooperação descentralizada. Um exemplo de cooperação intermunicipal são as geminações, acordos que, mediante uma relação de igualdade e reciprocidade, visam trocar conhecimentos e concretizar atividades, projetos ou programas, com uma perspetiva orientada.

O impulso que leva as cidades de Angra do Heroísmo e Artesia a envolverem-se em atividades de cooperação e a estabelecer laços de geminação cruza com a presença naquela cidade norte americana de uma forte comunidade açoriana e terceirense.

A geminação de Angra do Heroísmo e Artesia visa criar uma rede de solidariedade e cooperação entre as cidades que partilham uma história de migração. Ela não só ajuda os emigrantes e suas famílias a manterem seus laços culturais com a terra natal, mas também promove o desenvolvimento económico, social e cultural em ambas as cidades, criando um vínculo global que transcende fronteiras e gera benefícios mútuos para todas as partes envolvidas.

A parceria entre Angra do Heroísmo e Artesia tem o objetivo de fortalecer os laços entre as comunidades, preservar e promover a identidade cultural e apoiar o desenvolvimento de ambas as localidades, permitindo que a cultura dos emigrantes seja preservada e celebrada.

Considerando que o protocolo de geminação entre os dois municípios será uma forma de firmar valores da universalidade e aprofundamento institucional de Angra do Heroísmo e Artesia, bem como contribuir solidariamente para o bem-estar dos Cidadãos e para o desenvolvimento das suas funções.

A Câmara Municipal de Angra do Heroísmo, representado pelo Excelentíssimo Presidente

- 2.7. Fornecimento de meios técnicos e materiais adequados para projetos e programas municipais;
 - 2.8. Empreender os trâmites para o financiamento de projetos de desenvolvimento local quando tal circunstância se colocar no âmbito da geminação;
 - 2.9. Apoio ao desenvolvimento turístico, mediante a recíproca promoção e divulgação das ofertas existentes, bem como na celebração de eventuais parcerias;
 - 2.10. Outras formas acordadas entre os signatários.
3. Cada uma das partes facilitará a criação de instituições culturais mútuas, em conformidade com as leis aplicáveis e os regulamentos em vigor.
4. A gestão deste acordo competirá a uma Comissão Coordenadora, com carácter permanente, que reunirá uma vez por ano, alternadamente em Angra do Heroísmo e Artesia.
5. A Comissão Coordenadora integrará dois membros de cada uma das partes signatárias e, sempre que tal o justifique, Dirigentes, Técnicos ou Personalidades de cada um dos Municípios, competindo-lhe:
 - 5.1. Elaborar programas anuais de cooperação nas diversas áreas a fim de serem submetidos à apreciação dos respetivos executivos e demais entidades políticas necessárias;
 - 5.2. Zelar pelo cumprimento dos programas aprovados e elaborar, até 31 de janeiro de cada ano, um relatório sobre as atividades propostas para a melhoria da cooperação.
6. Ambas as partes procurarão articular as ações de cooperação bilateral com os programas de natureza comunitária a que têm acesso, designadamente fomentando a realização de iniciativas tripartidas a levar a cabo com outras organizações internacionais.
7. O suporte financeiro das ações decorrentes deste acordo e constantes nos programas anuais a aprovar, será assegurado pela conjugação das disponibilidades orçamentais de ambas as partes.
8. Este Acordo de Cooperação entrará em vigor na data da sua assinatura e terá a

Your Excellency

President of Artesia City Council

Angra do Heroísmo, June 5, 2025

Following your letter of March 20, I would like to thank you, on behalf of the city council, for your interest in establishing cooperation and strengthening ties between the cities of Artesia and Angra do Heroísmo, which is a great honor for this city.

Therefore, I take the liberty of submitting the proposal for a twinning agreement to be concluded between the two cities for your highest consideration.

Without further ado, I remain with my best regards,

The Mayor of Angra do Heroísmo

José Gabriel do Álamo de Meneses

Twinning Agreement between the Cities of Angra do Heroísmo and Artesia

Intermunicipal cooperation is one of the best forms of decentralized cooperation. An example of intermunicipal cooperation is twinning, agreements that, through a relationship of equality and reciprocity, aim to exchange knowledge and implement activities, projects or programs, with a targeted perspective.

The drive that leads the cities of Angra do Heroísmo and Artesia to engage in cooperation activities and establish twinning ties intersects with the presence of a strong Azorean and Terceira community in that North American city.

The twinning of Angra do Heroísmo and Artesia aims to create a network of solidarity and cooperation between cities that share a history of migration. It not only helps migrants and their families maintain their cultural ties with their homeland, but also promotes economic, social and cultural development in both cities, creating a global bond that transcends borders and generates mutual benefits for all parties involved.

The partnership between Angra do Heroísmo and Artesia aims to strengthen ties between communities, preserve and promote cultural identity and support the development of both localities, allowing the culture of migrants to be preserved and celebrated.

Considering that the twinning protocol between the two municipalities will be a way of establishing values of universality and institutional deepening of Angra do Heroísmo and Artesia, as well as contributing in solidarity to the well-being of the Citizens and to the development of their functions.

The Municipal Council of Angra do Heroísmo, represented by His Excellency the President José Gabriel do Álamo de Meneses and the Municipal Council of Artesia, represented by His Excellency the Mayor, Ali Sajjad Taj, in order to demonstrate their willingness to work together for the well-being of their citizens and for the development of their relations, have decided to sign this Twinning Protocol, which, once approved under the necessary legal terms, will embody the Twinning Agreement, the terms of which will come into force for the agreed period. To make this effective, the Municipal Council of Angra do Heroísmo and the Municipal Council of Artesia will promote the development of cultural exchange programs, for the reciprocal dissemination of culture and cooperation in development programs for both municipalities.

Therefore,

1. The Municipal Council of Angra do Heroísmo and the Municipal Council of Artesia will make efforts to conclude agreements between public and private entities from each of the Municipalities in the strategic areas considered to be of interest to the parties, namely cultural, economic and social.
2. The objectives, financing and responsibility of the cooperation projects will be established in special programs, case by case, through specific agreements that may cover, among others, the following cooperation actions:
 - 2.1 exchange of artists from different areas, encouraging their activities or performances;
 - 2.2 Exchange of information and skills in the educational, cultural and touristic fields;
 - 2.3 Sending, on a barter basis, of periodic communications of interest to both parties, as well as the provision of documents, bibliographical publications or other types of non-confidential information;
 - 2.4 Support and promotion of exhibitions, fairs and other cultural and touristic events;
 - 2.5 Attendance of courses, seminars, information and training sessions, as well as professional development;
 - 2.6 Contribution to the training of personnel in areas of interest to the Município, designadamente em termos de estágios;
 - 2.7 Provision of appropriate technical and material resources for municipal projects and programs;
 - 2.8 Undertaking the procedures for financing local development projects when such circumstances fall within the scope of twinning;
 - 2.9 Support for tourism development, through reciprocal promotion and dissemination of existing offers, as well as in the celebration of possible partnerships;
 - 2.10 Other forms agreed between the signatories.
3. Each party will facilitate the creation of mutual cultural institutions, in accordance with applicable laws and regulations in force.
4. The management of this agreement will be the responsibility of a permanent Coordinating Committee, which will meet once a year, alternately in Angra do Heroísmo and Artesia.

5. The Coordinating Committee will include two members from each of the signatory parties and, whenever justified, managers, technicians or personalities from each of the municipalities, and will be responsible for:
 - 5.1 Prepare annual cooperation programs in the various areas to be submitted for consideration by the respective executives and other necessary political entities;
 - 5.2 Ensure compliance with the approved programs and prepare, by 31 December, January of each year, a report on the activities proposed to improve cooperation.
6. Both parties will seek to coordinate bilateral cooperation actions with the community programs to which they have access, in particular by encouraging the implementation of tripartite initiatives to be carried out with other international organizations.
7. Financial support for the actions arising from this agreement and included in the annual programs to be approved will be ensured by combining the budgetary resources of both parties.
8. This Cooperation Agreement shall come into force on the date of its signature and shall have the indefinite duration, and may be terminated by either contracting party after three months' notice.

Dated on _____, 2025

The Mayor of Angra do Heroísmo

José Gabriel do Álamo de Meneses

Dated on _____, 2025

The Mayor of Artesia

Ali Sajjad Taj

**CITY OF ARTESIA
SISTER CITY DESIGNATION POLICY**

1. PURPOSE:

This Policy establishes the requirements and procedures for community organizations and other interested entities to propose the formation of a Sister City relationship between a prospective city and the City of Artesia. Sister City programs are generally created between two cities to create friendships, cultural exchanges and may be expanded to include business and professional collaborations. Sister City programs are not supported by City staff and/or financial resources unless specifically authorized by a majority vote of the City Council.

2. POLICY DIRECTIVE:

Artesia-based community organizations may seek City Council approval to establish a Sister City relationship with a prospective city by submitting an application to the Sister City Committee by way of the City Manager in accordance with this Policy. All applications will be reviewed by the Sister City Committee and approved by the City Council on a case-by-case basis.

3. SISTER CITY FORMATION:

- A. Community Organizations and Other Eligible Entities: Community organizations and other eligible entities may seek City of Artesia approval for the establishment of a Sister City relationship between a prospective city and the City of Artesia, subject to the following requirements.

For the purposes of this Policy, the Sister City Committee is defined as a committee composed of two (2) members of the Artesia City Council, designated by the Mayor.

1. A letter of request will be submitted to the Sister City Committee by way of the City Manager providing justification and/or reasoning for the proposed Sister City relationship. The letter will also be required to outline the goals and objectives of the proposed Sister City relationship such as:
 - a. Developing community partnerships between cities, counties, states of the United States and similar jurisdictions in other nations;
 - b. Creating opportunities for the city officials and citizens to experience and explore other cultures through long-term community partnerships;
 - c. Creating an atmosphere to facilitate economic development opportunities;
 - d. Stimulating environments through which communities will creatively learn, work and solve problems together by sharing cultural, educational, municipal, business, professional, and technical experiences; and
 - e. Collaborating with local government organizations throughout the United States that share similar interests.
2. A reciprocal Letter of Intent (LOI) from the prospective city should accompany the Sister City application for the purpose of providing information about the organization or entity

and reasoning for the proposed relationship.

3. The proposing organization or entity shall be a non-profit organization or tax-exempt association as recognized by the State of California or the Internal Revenue Code with 501(c)(3), 501(c)(4), or 501(c)(6) designation.
4. If applicable, a complete list of the organization's members' names, addresses and telephone numbers and other necessary information declaring if members are employed in the City, or are owners or operators of a business or other establishment located in the City, as of the date of the application.

B. Other Organizations: In the event that a proposing community group is not a formally established association or organization, the Sister City Committee may choose to accept a LOI from the sponsoring organization or individual representative stipulating that it can fulfil the above referenced requirements within 120 days of the date of the LOI. All requests to establish a Sister City relationship with the City of Artesia shall be subject to Sister City Committee review and City Council consideration and approval on a case-by-case basis.

C. Review Process: Once letters of request are received from a community organization or other eligible entity, the City Manager or designee will review the letter, and if found complete, shall convene a meeting of the Sister City Committee to review the Sister City request.

1. The Sister City Committee will review the request letter, and if they find the application warrants the creation of a new sister city relationship, they will make a recommendation to the full City Council to establish a new sister city relationship.
2. If the Sister City Committee does not recommend approval of the proposed sister city relationship, the request shall not proceed to the City Council and shall be considered denied unless otherwise directed by the City Council. If the Sister City Committee recommends approval, the recommendation shall be forwarded to the City Council for consideration. The City Council retains sole and absolute discretion to approve or deny the establishment of any sister city relationship.
3. In evaluating a request to establish a new Sister City relationship, the Sister City Committee shall consider the following criteria:
 - a. Eligibility and Compliance with Policy Requirements: The requesting organization meets all eligibility requirements set forth in this Policy, including nonprofit or tax-exempt status, demonstrated connection to the City of Artesia, membership composition, and submission of required documentation.
 - b. Justification for the Proposed Relationship: The letter of request clearly articulates the rationale for selecting the proposed city and the proposed relationship demonstrates cultural, historical, educational, economic, or civic relevance to the City of Artesia and its residents.
 - c. Reciprocity and City Commitment: A reciprocal letter of request clearly articulates the rationale for selecting the proposed city.
 - d. Organizational Capacity: The sponsoring organization demonstrates the capacity to

manage and sustain the Sister City relationship without reliance on City Staff or financial resources unless otherwise authorized by the City Council.

- e. Alignment with Goals: The proposal supports one or more of the Sister City goals identified in the Policy, including cultural exchange, international friendship, educational opportunities, and potential economic or professional collaboration.

4. APPROVAL OF POLICY:

This Policy was approved by the Artesia City Council by Resolution No. 26-3077 on March 9, 2026, and became effective immediately thereon.