



# ADMINISTRATIVE REPORT

A. 11.5.  
AGENDA  
ITEM: F-9  
MTG.  
DATE: 11-2-92

TO: Mayor and Members of the City Council  
FROM: James G. Marshall, City Manager  
DATE: October 28, 1992  
SUBJECT: Proposed Sister Cities Program - Policies and Procedures

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## RECOMMENDATION:

Approve the attached proposed Sister Cities Program Policies and Procedures as recommended by the Sister City Formation Study Group.

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## POSSIBLE CITY COUNCIL ACTIONS

1. Approve, as recommended by the Sister City Formation Study Group;  
or,
2. Return to the Sister City Formation Study Group for further study and/or clarification (action to be specified in City Council motion); or,
3. Continue action to a future City Council meeting (date and time to be specified in City Council motion); or
4. Deny the recommended action.

## AUTHORITY

The City Council has the authority to appoint ad hoc committees for review of specific issues; and, to act upon proposed policies and procedures that may be recommended from time to time.

## DISCUSSION

On August 3, 1992, the City Council appointed an 11 member Sister City Formation Study Group. The study group was charged with developing a Sister Cities Program Policies and Procedures. Attached you will find the proposed Sister Cities Program Policies and Procedures developed after model guidelines prepared by Sister Cities International.

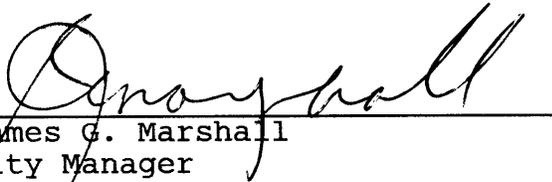
Mayor and Members of the City Council

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The study group met on five separate occasions and complied with the 60 day time frame established by the City Council for completing this project. The study group was comprised of the following members: Arlene Bartholome, Elaine Riggs, Wayne Hein, David Hetland, Betty Stewart, Gregory Rienzo, Anna Bolling, Joseph Lara, Evelyn Honeysett, Allen Ridge and C. W. Hollandsworth. Dora Davidson also assisted the group in their efforts.

Staff concurs with the recommendation proposed by the Sister City Formation Study Group.

A handwritten signature in cursive script, appearing to read "James G. Marshall", is written over a horizontal line.

James G. Marshall  
City Manager

JGM/dd

Attachment

PROPOSED  
CITY OF MERCED SISTER CITIES PROGRAM  
POLICIES AND PROCEDURES  
OCTOBER 1992

I. Sister Cities Executive Committee

The purpose of the Executive Committee shall be to:

- A. Foster and promote friendly relations and understanding between and among the City of Merced, the peoples and communities of the United States and other countries;
- B. Further economic cooperation and cultural exchange;
- C. Develop, compile and exchange information with officials and citizens of foreign countries;
- D. Plan, develop and implement business, economic and cultural activities with officials and citizens of foreign communities;
- E. Cultivate mutual understanding of respective economic problems and cultural development experienced by people and communities of the United States and foreign nations;
- F. Screen and evaluate requests for Sister Cities affiliations;
- G. Coordinate projects and activities proposed by active Sister City Committees;
- H. Review policies and procedures a minimum of every five years;
- I. Approve all fundraising efforts 30 days in advance of fundraising activities.

II. Composition of the Executive Committee

The City Council of Merced shall appoint the Chair for the Sister Cities Executive Committee.

The Chairperson of each currently active individual Sister Cities Committee shall be appointed to sit on the Sister Cities Executive Committee and be confirmed in writing by the Chair of the Executive Committee and the City Council. Other officers of the Executive Committee will be selected by the Chair and the Chairpersons of the existing Sister City Committees. Such appointments shall be confirmed in writing by the Chair of the Executive Committee. Provisions may also be made for officers-at-large.

Officers of the Executive Committee shall include the following:

- Chair
- Vice Chair
- Treasurer
- Secretary
- Chairperson(s) Sister Cities Committee
- Officer(s)-at-large (may include media, Festival of Cultures representative, etc.)

The Executive Committee Chair shall serve as leader and spokesperson for the Executive Committee and chair all meetings. The Executive Committee shall provide general policy and program direction for the City of Merced's Sister Cities effort and have the responsibility to review and recommend the creation and maintenance of individual Sister Cities relationships, subject to the approval by resolution of the Merced City Council.

The Vice Chair shall assume the duties of the Chair in his/her absence. The Vice-Chair shall also assist the Chair in policy and program development.

The Treasurer shall prepare financial reports as required, including quarterly statements of the financial activity of the Executive Committee, and an annual financial report submitted by the Treasurer of each Sister City Committee. Note that the Treasurer is not in charge of fundraising, but shall receive and disburse funds for joint Sister City activities as directed by the Executive Committee.

The Secretary shall notify all Executive Committee Members of meetings, compile the agenda and keep accurate minutes of Executive Committee proceedings for distribution to the Mayor of the City of Merced. The Secretary shall also coordinate internal communications and correspondence relating to the activities of the Executive Committee and, in conjunction with the Chairperson, prepare an Annual Activity Report of the City of Merced Sister Cities Program, the distribution of which shall include Sister Cities International.

City Council members are ex-officio members of the Sister Cities Executive Committee.

### III. Meetings of the Executive Committee

The Executive Committee shall meet quarterly. Special meetings may be called by the Chairperson or by written notice to the Chairperson by a majority of the Executive Committee Members.

#### IV. Committees of the Executive Committee

The Executive Committee may, from time-to-time, form any or all of the following committees:

- Arts and Cultural Exchange
- Budget and Finance
- Education and Academic Relations
- Economic and Trade Relations
- Fundraising (not chaired by Treasurer)
- Government Relations
- Hospitality and Logistics
- Membership and Community Support
- Nominations and Appointments
- Organizational Relations
- Planning
- Professional and Technical Exchange
- Public Relations and Communications
- Sports
- Translators and Interpreters
- Youth Activities

These committees shall be composed of a Chairperson from the Sister Cities Executive Committee and appropriate counterparts from the respective individual Sister City Committees.

#### V. Establishment and Maintenance of Sister Cities Relationships

Each Sister City Committee shall be responsible for its portion of the total Sister Cities International Program, with the advice and consent of the Executive Committee. For the creation and maintenance of a Sister City relationship, the following requirements must be met by the individual Sister City Committees.

- A. Form and maintain an active, broadly representative group of at least five persons which shall be ratified as a "City of Merced Sister Cities Committee" by a majority vote of the Executive Committee at such time as the Executive Committee deems appropriate. Until a joint resolution of both of the participating cities is approved by the City Council, Sister City Committee shall be known as "Candidate Sister City Committee." The Chair of each Sister City Committee shall appoint individual members to that committee who shall also be ratified by the Executive Committee.

Individual committees may, at their option, establish both a dues structure to cover administrative and operational expenses not otherwise funded and/or any auxiliary organization(s) which they deem beneficial in furthering their missions and goals as a Sister City insofar as these activities are in accord with the Sister Cities Program Mission.

- B. Demonstrate in writing that a developed and committed relationship exists with the prospective international Sister City to ensure that the relationship is and remains effective, reciprocal and sustaining. This documentation must include evidence of the existence of an active counterpart organization in the foreign city and a statement of the benefits of the relationship in the following areas - Trade/Economic Development, Technical Exchange, Research and Development, Academic Exchange, Arts/Culture, Sports and Tourism/Citizen Exchange.
- C. Establish written mission statements, goals, objectives and work plan to include development and implementation of exchange programs in trade, education, cultural arts, and other areas of mutual beneficial interest to the participating Sister Cities.
- D. Petition for and obtain the written endorsement of the Sister Cities Executive Committee and City Council of Merced. Following Executive Committee approval, joint resolutions formally establishing the relationship must be obtained from the officially designated governing bodies of the two participating Sister Cities.
- E. File copies of both resolutions with the officially designated keeper of municipal records in the participating cities and secure written approval for the relationship from Sister Cities International in Alexandria, Virginia.
- F. Hold at least four meetings per year and submit agendas and minutes for these meetings to the Secretary of the Executive Committee for appropriate distribution.
- G. Submit annual activity, financial and work plan reports in June of each year for review by the Sister Cities Executive Committee. During the June review, the Sister Cities Executive Committee shall assess the individual Sister City Committee's effectiveness and accomplishments over the past twelve months and make recommendations to the City Council of the City of Merced concerning the committee's future activities.
- H. Coordinate funding received from the City of Merced and external fundraising efforts in an amount which supports ongoing and future exchange activities, as established in the individual Sister City Committee's Work Plan.
- I. Coordinate one or more exchange(s) per year in any of the categories listed in Section V., B. above unless released from such activity by the City Council of the City of Merced.

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- J. Initiate and maintain regular and sustained communication and correspondence with their counterpart organization in the foreign Sister City. A newsletter is also suggested.
- K. Maintain active representation on the Sister Cities Executive Committee.

#### VI. Deactivation of Sister City Relationships

Failure to meet any of the criteria listed in Section V. above may result in the deactivation of a Sister City relationship, as outlined below.

##### A. Administrative Deactivation

Should failure to meet the given criteria continue for a period of one calendar year, the City of Merced may withdraw formal support of the Sister Cities relationship, including, but not limited to cessation of staff, service, facility, financial and/or in-kind support for the individual Sister City Committee's activities, projects, programs and/or routine business. The Sister Cities Executive Committee may recommend such actions to the City Council.

##### B. Formal Deactivation

Should failure to meet the criteria continue for a period of three calendar years, notices shall be sent to Sister Cities International that the City of Merced wishes to formally deactivate the relationship and drop the program from Sister Cities International's rolls.

The Executive Committee may, at its option recommend any of the above deactivation procedures, Section VI., A. or B., at any time.

#### VII. Credentials

Individuals participating in the Sister Cities Program shall have no credentials until their membership is ratified by the City Council.

All visits to foreign Sister Cities and/or any Sister Cities events conducted in the name of the City of Merced shall be planned, coordinated and funded by the appropriate Sister City Committee(s) and coordinated in advance with the Executive Committee and the City Council, including the content of any gifts, presentations, etc.

Any resident purporting to represent the City of Merced in a Sister Cities event must have the appropriate credentials in advance of such representation. The City Council shall sign the credentials for the City of Merced as author and guarantor of such credentials. No commitments or other

representations shall be made on behalf of the City of Merced in the absence of such credentials.

#### VIII. Funding of Sister Cities Program Activities

The City of Merced will consider annually during the budget process funds to cover the expenses of approved Sister Cities relationships.

- A. The City of Merced shall remit to Sister Cities International the membership dues needed to remain in good standing with said organization, in accordance with the membership criteria of Sister Cities International. These dues shall be paid from the cost center designated as that from which all citywide memberships are paid. Membership in other potentially related organizations shall be borne by the various individual Sister City Committees, either individually or aggregate.
- B. The City of Merced may, at its option, from time-to-time, appropriate funds for the purpose of financing the participation of the Mayor and/or his/her designee, and other members of the Sister Cities Executive Committee and representative(s) from the individual Sister City Committees, in an active or pending Sister City relationship in a manner consistent with the norms of protocol. While these funds may be augmented via private donations, fundraising events or other activities, such extra monies shall be maintained in a separate account to be administered by the Executive Committee.
- C. The City of Merced may provide staff and volunteer support to the Executive Committee and the Sister Cities Program as a function of prevailing budgetary and personnel conditions.

Beyond the terms listed above, all other expenses of the establishment and maintenance of Sister Cities relationships, including financial support of the participation of the Mayor or a Council Member in a foreign visit when requested and approved by the Executive Committee, shall be reviewed by the City Council of the City of Merced.

#### IX. Status of Currently Approved Sister Cities Relationships:

- A. Albury, Australia (1992) Active.
- B. Somoto, Nicaragua (1992) Active.