

Resolution No. 239

A RESOLUTION ESTABLISHING A SISTER CITIES ASSOCIATION POLICY FOR THE CITY OF WOODINVILLE, WASHINGTON.

WHEREAS, the citizens of Woodinville desire to learn more about the people of other cultures, and to enhance international communication and understanding; and

WHEREAS, the citizens of Woodinville want to participate in an exchange of cultural, educational, economic, artistic, athletic, and governmental ideas and practices with the global community; and

WHEREAS, it is desirable to provide the citizens of Woodinville with an opportunity to act as a part of the global community and benefit from the exchange of relations; and

WHEREAS, it is desirable to encourage trade and economic development between Woodinville and its sister cities; and

WHEREAS, selection of a sister city affiliation shall be made in congruence to the Mission Statement of Woodinville, so that a productive and mutually beneficial relationship occurs; and

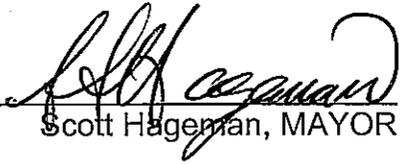
NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Adoption of the Plan. The City Council hereby adopts the Sister Cities Association Policy, as set forth on Attachment A.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 2ND DAY OF DECEMBER 2002.

APPROVED:



Scott Hageman, MAYOR

ATTEST/AUTHENTICATED:



Sandra Parker
City Clerk/CMC

WOODINVILLE SISTER CITIES PROGRAM

Section 1. Statement of Objectives

The City of Woodinville seeks international relationships that enhance its citizens' understanding of other cultures. The City will support and encourage the establishment of the Woodinville Sister Cities Association (WSCA), which serves the following objectives.

1. To provide an opportunity for citizens to interact and exchange social, technical and educational ideas within the global community;
2. To provide awareness of, and sensitivity to, cultural diversity;
3. To share expertise in solving municipal problems; and
4. To develop business and economic ties in Woodinville and other parts of the world.

Section 2. Selection Guidelines

To ensure that sister city affiliations reflect the community's interests and are managed effectively by the City of Woodinville in partnership with WSCA to address the above goals and objectives, qualifications and compatibility of potential affiliations should consider the following:

1. Sustainable community presence showing support and forming an organization willing to work closely with the City of Woodinville;
2. The city being considered shall have congruence in its own charter to the Mission and Vision Statement of the City of Woodinville;
3. Similarity in size, demographic characteristics, historical development or proximity to a major urban center;
4. A strong system of education or demonstrated commitment to serving the educational needs of its citizens.

Section 3. Guidelines for Conduct

To assure that the Woodinville Sister Cities Association (WSCA) program reflects the interests of the community and works effectively with the City of Woodinville, the volunteer organization and any requests for an affiliation through the Sister Cities program shall follow the guidelines listed below.

1. The WSCA will be comprised of members of the community who have a variety of cultural and commercial interests in the success and continued operation of the program.
2. The WSCA shall be a non-profit Washington State incorporated organization that will be considered to be a separate entity from the City of Woodinville.
3. The process to become affiliated with the City of Woodinville is as follows:
 - a. The WSCA is responsible for all requested Sister City relationships.
 - b. A request to establish a sister city relationship must be made in writing to the WSCA by a sponsoring group or organization willing to make a long term commitment to the activities necessary for such a relationship.
 - i. Request must include a description of the petitioning City
 - ii. Request must include a description of the sponsoring group.
 - c. The WSCA will review the submitted information on each nominated city as to its compatibility to the City of Woodinville.
 - d. The WSCA will submit its recommendations to the City Manager. The City Manager will then review and present the nominated city to the City Council.
 - i. The City Council will decide whether to approve the nomination.
 - e. If approved, the City Council will then authorize a two-year trial period. The nominated city will be called a "Friendship City."
 - i. "Friendship City" means that there is no formal structure to the city-to-city relationship and there are no formal obligations between the cities.
 - ii. The two-year trial period is meant to provide both cities the opportunity to visit each other's cities to gauge compatibility and to determine if there is a long-term commitment from both cities to form a sister city relationship.
 - f. Two months prior to expiration of the two year trial period, the WSCA shall submit a trial period review memo to the City Manager who, within two months, shall make one of three recommendations to the City Council:
 - i. Continue its relationship with the nominated city as a "Friendship City".
 - ii. Terminate its relationship with the nominated city.
 - iii. Change the status of the nominated city from "Friendship City" to "Sister City"
 - g. The City Council, upon approval of a change in status from "Friendship City" to "Sister City", shall formally recognize said status.

Section 4. Minimum Criteria for Retaining Status as an Active Sister City

If the objectives outlined in this Resolution are no longer being met for a period of two years or more based upon a review by the City Manager, the WSCA Board of Directors and sponsoring volunteer organization, the City Manager shall recommend one of the following alternatives.

- a. To change the status of the Sister City to "friendship city."
- b. To terminated the Sister City relationship; or
- c. To maintain the relationship with no changes.

Section 5. City Funding for the WSCA

- A. City funding of the WSCA activities and programs shall be limited to administrative support and services including
 - 1) Providing staff support necessary to establish and maintain communication with its sister cities.
 - 2) Professional services such as printing, mailing services, and graphic design.
 - 3) Accountancy services such as Certified Public Accountant (CPA) consultation and other reasonable professional services needed for the creation and maintenance of the non-profit Sister Cities Association.
 - 4) Transportation services when the City of Woodinville is hosting public officials visiting from a formally recognized Sister City.
- B. The amount of funding for the administrative support and services will be determined by the City Council through the annual budget process.
 - 1) Membership to the Sister Cities International organization is a separate expense to be determined through the annual budget process.
- C. All financial support beyond administrative support will be the responsibility of the WSCA and the sponsoring members of a Sister City.
- D. Any funding for private purposes is prohibited.
- E. Donation of a city asset, when the donation clearly serves a public purpose may be authorized by the City Manager, provided the recipient is a public entity. Such donations may include:
 - 1) Appropriate activities to receive public officials or their delegates when visiting Woodinville on official sister city business;
 - 2) The exchange of information and material which support the objective of providing social, cultural and educational services, or economic benefit to the public;
 - 3) The exchange of technical resources, when such an exchange serves the objectives outlined in this policy, and is necessary to establish or maintain the Sister City affiliation;

- 4) The use of a city facility to host a delegate reception.
- F. Non-perishable official gifts made to the City, its elected officials or staff members, received in the course of sister city activities will be sole property of the City of Woodinville.

The City will maintain an inventory of such gifts and will attempt to display them in appropriate public settings.