

CITY COUNCIL POLICY

SUBJECT: SISTER CITY ACTIVITIES

NO.: A-14

PURPOSE:

To establish a policy governing the City of Mountain View's (City's) responsibilities relating to sister city activities.

POLICY:

1. The City supports the sister city concept and its goal of strengthening global understanding between the peoples of the United States and other nations.
2. The City acknowledges that the Sister City Affiliation of Mountain View nonprofit organization (Affiliation) has primary responsibility for the implementation of sister city programs and events in Mountain View.
3. The City will support the Affiliation in its sister city activities as follows:
 - a. The City Manager shall designate a City staff member to serve as the City's liaison regarding sister city activities.
 - b. The City staff liaison will assume primary responsibility for coordinating and conducting all activities and events (e.g., meetings with City officials, receptions, tours, etc.) for visits by city officials from sister cities. For these official events, the City may request that the Affiliation provide some level of support to the City's efforts.
 - c. The City staff liaison will act in a support capacity to the Affiliation as it assumes primary responsibility for the planning and execution of activities and events for visits of other delegations.
 - d. The City will provide file cabinet space for storage of archival information.
 - e. The City will provide reasonable postage, facsimile, copying and/or printing support for sister city events in which the City is participating.
 - f. The City will provide the use of available City facilities (with the exception of the Center for the Performing Arts) at no cost to the Affiliation for sister city-related activities.

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4. A budget request shall be submitted by the City staff liaison annually detailing proposed sister city-related expenditures and funding levels for the upcoming year. This budget request shall be reviewed by the City Council during its annual City budget review and adoption process.
5. No City funds shall be directly provided to the Affiliation to support their general operating expenses.
6. City funds shall only be expended with the approval of the City Manager or his/her designee.
7. City funds shall be expended only for the following sister city-related expenses:
 - a. One-half of the food costs for the annual sister city dinner. No City funds will be used to offset the cost of alcoholic beverages, entertainment, equipment rental or other expenses related to the event.
 - b. Dues/membership costs associated with the City's membership in Town Affiliation Associations International. Membership/dues cost for the Affiliation will be the responsibility of the Affiliation.
 - c. City gifts, which will be presented to sister city representatives (student, business or government) during their visit to the City of Mountain View, or presented by representatives of Mountain View during their trips to sister cities.

City gifts and visit support activities will be provided to sister city visitors as follows:

- (1) An individual visiting from a sister city, but not part of any formal or informal delegation will receive: a City pin; a City information packet; and an invitation to meet with the City staff liaison and/or Mayor.
- (2) Groups visiting from a sister city, but not city government officers or members of the visiting sister city committee will receive: City pins; a welcoming gift (to be determined by the City staff under the direction

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of the City Manager); City information packet; a meeting with the Mayor or his/her designee; a tour of the City; and an informal reception sponsored by the City.

- (3) Visiting sister city committee and/or student exchange groups will receive: City pins, a welcoming gift; City information packets; a meeting with the Mayor or his/her designee; a tour of the City; an informal reception sponsored by the City; and attendance to an event or activity (as determined by the City Manager), with the costs underwritten by the City (e.g., tickets to a Shoreline Amphitheatre event).
- (4) Visiting representatives from a sister city government will receive: City pins; a welcoming gift; City information packets; a meeting with the Mayor or his/her designee; attendance to an event or activity, with the costs underwritten by the City; and a luncheon or dinner hosted by the City.

d. Any other expenses approved by the City Manager or his/her designee.

8. As new sister city relationships are requested, the City shall coordinate its effort with the Affiliation to formalize a relationship with a new sister city. The new sister city relationship must be formalized by the adoption of a City Council resolution. Such resolutions shall identify the areas of common interest and activities which both parties wish to pursue through their sister city relationship (e.g., student exchange program, artistic and cultural exchanges, economic development outreach activities, sports team exchanges, etc.).

Revised: November 12, 1991, Resolution No. 15334

Effective Date: August 20, 1991, Resolution No. 15307

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