

ORIGINAL

RESOLUTION NO. 213

A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON, AMENDING RESOLUTION NO. 194, SISTER CITY RELATIONSHIP POLICY TO CLARIFY EXPENDITURE OF CITY FUNDS AND SISTER CITIES ASSOCIATION INVOLVEMENT

WHEREAS, the City Council adopted Resolution No. 53 encouraging the creation of a Sister Cities Association; and

WHEREAS, the City Council adopted Resolution No. 194 establishing a Sister City Relationship Policy; and

WHEREAS, the City Council wishes to amend this policy to provide clarity and direction to staff regarding the appropriate expenditure of City funds on sister city activities;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON AS FOLLOWS:

Section 1. Amendment. Section D. of "Shoreline's Sister City Relationship Policy," adopted on October 14, 2002 by Resolution No. 194-Exhibit A, is hereby amended as follows:

D. City Involvement

1. The City supports the Shoreline Sister Cities Association through largely indirect means, ~~and does not intend to provide on-going funding for operations.~~ In general, the City will support the Association's efforts through combined promotion and publicity efforts, assisting with scheduling Council and Staff attendance at local exchanges, visits by delegations and providing meeting room space for Association business. The City may also work with the Association to provide opportunities for exchanges with recreational programming and special events as resources allow. The City of Shoreline may involve private citizens and organizations in the implementation of this policy, at the discretion of the City Manager.

2. Through its sister cities program, the City of Shoreline carries out a fundamental government purpose of providing social, cultural and educational services. The City will, therefore, expend such funds as it may deem necessary and appropriate to ensure the proper functioning of the sister cities program. To assure that the Shoreline Sister Cities Program is conducted in a manner consistent with public interest and in accordance with the laws of the State of

Washington and the City of Shoreline Code of Ethics, the following guidelines are hereby established:

- a. The City of Shoreline shall provide such staff support as is necessary to establish and maintain communication with the Shoreline Sister Cities Association and with its sister cities.
- b. The City may support the Shoreline Sister Cities Association as a dues paying member.
- c. City funded delegate exchange activities may include:
 - Travel for City staff, when travel is necessary to establish or maintain an official sister city affiliation. Travel for elected officials at City expense is subject to prior City Council approval and staff travel will be approved by the City Manager;
 - Appropriate activities to receive public officials, or their delegates, when visiting Shoreline on official sister city business;
 - The exchange of information and material which support the objective of providing social, cultural and educational services, or economic benefit to the public; and
 - The exchange of technical resources and staff, when such an exchange serves the objectives outlined in this policy and is necessary to establish or maintain the sister city affiliation.
- d. Any funding for private purposes is prohibited.
- e. Donation of city assets, when that donation clearly serves a public purpose as outlined in this policy, may be authorized by the City Manager provided the recipient is a public entity. Promotional items of de minimus value may be distributed to individuals.
- f. Official gifts received in the course of sister city activities will be the sole property of the City of Shoreline. The City will maintain an inventory of such gifts and will attempt to display them in an appropriate public setting.
- g. Hosting, including travel, accommodation, entertainment and meals, received by City delegates while visiting the sister city must be in amounts commensurate with the business purpose of the trip.
- h. City funds may be spent to advertise the sister city relationship or exchange events.

i. City expenditures for sister city activities shall not exceed the amount appropriated in the annual budget.

E. Sister Cities Association Involvement

The City of Shoreline recognizes that an active Sister Cities Association is essential to the vitality and success of the Sister Cities Program. The City expects the Shoreline Sister Cities Association to support friendship and sister city relationships by:

- Assisting the City in learning about potential relationship cities, and making recommendations to the City Manager on how to proceed.
- Developing the resources needed to support the plans of action for each relationship. Linking organizations, people and institutions in Shoreline with counterparts in relationship cities.
- Conducting fund-raising and providing in-kind support
- Planning, organizing, and implementing exchanges and formal visits
- Communicating with the City organization about opportunities for involvement

City funding of sister city activities will be contingent upon the strong financial involvement of the Shoreline Sister Cities Association. The City will, therefore, expend such funds as is necessary provided that the Shoreline Sister Cities Association substantially endeavors to promote fundraising efforts and in-kind contributions to support sister city activities. The City expects the Shoreline Sister Cities Association to fund significant delegation exchange activities when necessary to establish or maintain a sister city relationship. Such activities may include accommodations, entertainment, and Council travel.

F.E. Annual Review of Sister City Relationship

Following the establishment of a formal Sister City relationship, the City Manager, with the assistance of the Shoreline Sister Cities Association's leadership, will present an annual report to the City Council at a regularly scheduled workshop meeting. This report should outline the current plan of action, the accomplishments of this plan, and recommendations for updating the plan with new goals for the following calendar year. The City Council may provide input on additional plans/activities for the coming year.

G.F. Termination

The City Council can terminate a sister city relationship for the following reasons:

- Upon recommendation from Sister Cities Association due to lack of participation, resources or interest on behalf of either City or related supporting groups.
- Lack of progress on accomplishing the goals and activities planned for the previous year.

- Behavior on the part of the Shoreline Sister Cities Association, its volunteers, or paid staff that violates federal, state or local laws.

ADOPTED BY THE CITY COUNCIL ON APRIL 26, 2004.



Mayor Ronald B. Hansen

ATTEST:



Sharon Mattioli, City Clerk