

STAFF REPORT

DATE: April 5, 2011
TO: City Council
FROM: Kelly Stachowicz, Deputy City Manager
SUBJECT: Sister City Ambassador Guidelines

Recommendation

1. Accept 2010 Annual Ambassador Report (August -December 2010).
2. Approve resolution, which sets guidelines for Ambassador and sister city activities.

Fiscal Impact

There is minimal fiscal impact to these recommendations other than staff time to prepare the report. The vast majority of work done related to sister city activities is handled by community volunteers, including the Sister City Ambassador. One of the purposes of the Ambassador position is to ensure city staff time spent on sister city activities is minimal.

Council Goal(s)

Community Strength and Effectiveness

Background and Analysis

This report first appeared on the City Council agenda of February 15, 2011. At that time, Mayor Krovoza asked to work with the Ambassador and with staff to add specificity to the guidelines. The Council concurred, and the report has been brought back to the Council with additional information based on the Council's discussion, and further input from the Mayor and Ambassador.

In September of 2010, the City Council approved a resolution to create the ceremonial, appointed position of Sister City Ambassador and subsequently appointed former mayor Ruth Asmundson to fill that position. The position is a volunteer position and is intended to act as an intermediary between the various local sister city committees and the City Council and City staff. Council directed staff and the Ambassador to develop specific guidelines for the position and for sister city activities and directed the Ambassador to return to the Council with a report of activities since the creation of the position (and annually thereafter).

Ambassador's Report

The Ambassador's report has been attached (Attachment 1) as informational. The report covers the period September through December 2010.

Proposed Guidelines

City staff and the Ambassador are proposing the attached guidelines, which define the duties and responsibilities of the different stakeholders involved in the sister city program, including the Ambassador. The guidelines address the following primary purposes of the Ambassador position:

- Ensure communication regarding sister city activities with the City Council
- Decrease city staff time spent on sister city activities
- Improve coordination of and among local sister city committees.
- Determine process to add new or modify existing sister city relationships

Improving Coordination Between and Among Sister City Committees

The Ambassador has created a "Sister Cities Council" comprised of the chairperson for each sister city local committee. The City Council acknowledged the creation of this group at the February 15th meeting and the roles of the group have been included in the guidelines. The Ambassador is using the group to assist with sister city activities and to develop any recommendations related to sister cities that she might bring back to the City Council.

Adding new or modifying existing sister city relationships

The city currently has eight sister cities. Of these eight, there are varying levels of activity locally. There have also been inquiries about adding new sister cities. Council has expressed interest in determining when and how to add a sister city and, at the other end of the spectrum, what to do when a sister city is no longer active.

Inactive Sister Cities. Rather than to “delete” an inactive sister city, staff and the Ambassador recommend “retiring” it and listing it as “inactive.” This acknowledges and honors the past relationship the two cities have shared, as well as the change in the relationship. Cities without an active local committee or contacts would be considered inactive. Every active sister city would be required to provide a status report to the Ambassador every two years. The Ambassador would then share information with the City Council and make recommendations for any changes to status.

The current status of the sister cities is as follows:

Wuxi, China – active
Sangju, Korea– active
Inuyama, Japan – active
Rutilio Grande, El Salvador – active
Uman, Ukraine - active
Los Banos, Philippines –local committee formed
Munoz, Philippines–local committee formed
Qufu, China - inactive

New Sister Cities. If a group wants the city to add a sister city, then staff recommends utilizing a review process as follows:

1. A local group brings the request forward to the City Council. The City Council, if so desired, refers the request to the Ambassador and the "Sister Cities Council," which would investigate the request and make a recommendation back to the City Council. No

sister cities should be added without an existing local sister city committee supporting the effort.

2. In the request, the group should indicate the reasons why the proposed city should have a sister city relationship with Davis. Reasons may include similar size, demographics, presence of a university, economic base, social justice issues, common interests, etc. Every sister city should have a solid basis for a relationship with Davis.
3. Ultimately, the City Council provides direction whether to pursue and formalize a sister city relationship. Formal relationships require a Council resolution.

It should be noted that, with five active sister cities, two cities still fairly newly formed and one inactive city, staff recommends Council not add or consider any new sister city relationships for a period of twelve months.

Attachments

1. Sister City Ambassador Report
2. Resolution Adopting Guidelines for Sister City Ambassador and Sister City Activities

Memorandum

DATE: April 5, 2011
TO: City Council
FROM: Sister City Ambassador Ruth Asmundson
SUBJECT: 2010 Annual Report (August 2010 - December 2010)

On August 2, 2010, the City Council created the volunteer position of Sister City Ambassador. One of the requirements of the position is to prepare an annual report at the end of each calendar year. This report details activities during the period August 2010 through December 2010.

The city has eight sister cities. Of these eight, Inuyama, Wuxi, Sangju, and Rutilio Grande are the most active. They all have well-formed and engaged local committees. The city of Uman has local contacts but has not engaged in any formal sister city activities this year. I have been working over the past several months to develop local committees for Los Banos and Munoz, both in the Philippines. The city of Qufu, China has had no activity over the past several months and does not have a local committee acting on its behalf. The City Council also passed a resolution in 2006 allowing for exploration of a sister city relationship with Fa'a, Tahiti, but no further action has taken place.

Changes in Sister City Status

I have spoken with city staff regarding my thoughts on adding new or changing the status of existing sister cities. This information is included in the staff report. However, to summarize, I feel any new sister city considerations should be brought forward to the City Council by a local committee, already formed to support the sister city. The committee should articulate reasons why Davis should add another sister city. Ultimately, the Council must decide whether to add new cities to our list.

There has been discussion about eliminating sister cities that are no longer active. Rather than eliminating them, I would recommend they be "retired." If a city has had no action for two years and has no local committee working on its behalf, then the Council should officially retire that sister city relationship.

Delegations – There has been much action in the latter part of 2010, with inbound delegations visiting Davis and outbound delegations visiting our sister cities.

- Inuyama, Japan – A delegation visited over the Labor Day weekend and took part, as they always do, in the Golden Valley Harriers run. In addition, the group was able to spend time learning about and touring around Davis and the surrounding area.
- Wuxi – Huishan District, China – Outbound delegation from Davis to Huishan District for the Sister City Conference – October 17-20. Focus of Conference is business development. Delegates from Davis were then-Mayor Don Saylor, Davis Chamber of

Commerce Executive Director Christi Skibbins, Yolo County Visitor and Conference Bureau Executive Director Diane Parro, and Sister City Ambassador Ruth Asmundson.

- Sang-ju, South Korea - Outbound delegation, October 28 – November 1, from Davis to Sang-ju to participate in World University Equestrian Championship and the opening of the Korean Bicycle Museum, located in Sang-ju. Councilmember Greenwald represented the Davis City Council as a member of the delegation. Other delegation members include: Sung Moon, Chair of Friends of Sang-ju; Tara Goddard, Davis Bicycle and Pedestrian Coordinator; and Superintendent Winfred Robeson.
- Rutilio Grande, El Salvador – A delegation from Davis was planned for the last week of December. The trip was to be an exploration visit to determine any additional avenues of support the Davis Friends of Rutilio Grande might lend to the village. Unfortunately, due to the bankruptcy of Mexicana Airlines, this trip became cost prohibitive and was cancelled.
- Los Banos, Philippines – Then-Mayor Saylor and Ruth Asmundson visited Los Banos in October, prior to their visit to Wuxi.

2011 Delegations

- Wuxi, China (Jan 28-Feb 4, 2011) – This visit will be listed in the 2011 report. This delegation was unique in that it was comprised of high school students. Local high school students planned and executed the majority of the exchange visit.
- Inuyama, Japan - A delegation from Davis will travel to Inuyama in February to participate in the annual Inuyama road race.
- Sang-ju, Korea - A delegation from Sang-ju, led by Mayor Lee, will visit Davis and attend UC Davis Picnic Day, April 2011.
- Sang-ju, Korea. Inbound student delegation, Sang-ju Junior High/High School exchange students -- January to May 2011.
- Wuxi, China – A delegation of Davis High School students will participate in an exchange trip during Spring Break 2011.
- Sang-ju, Korea - A delegation of Davis Junior High/High School students will participate in an exchange from May to June 2011.
- Inuyama, Japan – A delegation from Inuyama will visit for the annual Labor Day Weekend Run in 2011.
- Inuyama, Japan - A delegation may visit Davis to recognize and celebrate 10th Anniversary of Sister City relationship in November 2011.

Other Activities

Fundraiser for Wuxi incoming student visit - Davis High School student Amanda Chen organized a Piano Concerto on September 10 to raise funds to cover a portion of the local costs to host an inbound group of high school students from Wuxi. This event was a success.

Sangju Exchange “Employee” – Sangju is planning to send an exchange “employee” to Davis for a six month period during spring and summer of 2011. The Local Friends of Sang-ju Committee is responsible to host the individual as he learns about the United States.

Creation of a “Sister Cities Council”

In order to assist her, the Ambassador called together the chairs of each sister city local committee and formed a “Sister Cities Council.” This group interacts to discuss sister city issues, advise the Ambassador and assist each other with sister city concerns or needs.

RESOLUTION 11-XXX, SERIES 2011

**DEFINING GUIDELINES FOR SISTER CITY AMBASSADOR AND SISTER CITY
ACTIVITIES**

WHEREAS, the Davis City Council has a designated Sister City Ambassador, a two-year, appointed volunteer position created to liaison with the city's established sister cities; and

WHEREAS, the Davis City Council has formally recognized eight sister cities, seven of which are currently active, and desires to have an overall structure and guidelines to the program; and

WHEREAS, the City Council desires to create guidelines for the Ambassador responsibilities, Ambassador interaction with city staff and aspects of sister city activities, including processes to add new or modify existing sister cities.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF DAVIS adopts the guidelines as outlined in Exhibit A: Sister City Guidelines.

PASSED AND ADOPTED this fifth day of April 2011 by the following vote:

YES:

NO:

Joseph F. Krovoza
Mayor

Zoe S. Mirabile, CMC
City Clerk

Exhibit A: Guidelines



**Uman, Ukraine * Rutilio Grande, El Salvador *
Inuyama, Japan * Wuxi, China * Sangju, Korea *
Los Banos, Philippines * Munoz, Philippines**

Sister City Ambassador Guidelines 2011

The Davis City Council has a designated Sister City Ambassador. The Ambassador is a two-year, appointed volunteer position created to liaison with the city's established sister cities.

Sister City Ambassador Responsibilities:

1. Act as the main point of contact for questions and requests from the local sister city committees. The Ambassador will bring requests that involve significant staff time, city resources, and/or changes to city policies to the City Manager and/or Mayor, as appropriate to the specific request.
2. Work with local sister city committees to coordinate official sister visits to and from Davis and communicates itinerary to the entire City Council. Ensures all City Council members have equal opportunity to participate in all sister city activities.
3. Oversee and coordinate a "Sister Cities Council" comprised of chairs for each sister city committee. This group addresses issues related to sister cities and may make recommendations for the Ambassador to bring to the City Council.
4. Review an annual status report from each local sister city committee to determine whether status needs to be adjusted and/or any recommendations need to be brought forth to the City Council.
5. Assist (time permitting) with visits from international delegations which are not representing official sister city relationships.
6. Provide an annual report to the City Council at the end of each calendar year. The report should include activities of the past year and any recommendations the Ambassador has for the sister city program. The report should also include information about any sister city events planned for the upcoming year.
7. Work with local committees to publicize their efforts with the local and regional media, sets up display cases about the sister cities in City Hall and increases general community awareness about the sister city program.
8. Share information with other communities, upon request, about Davis' sister cities.

9. Propose, as needed, additional criteria to the City Council to establish new or retain/retire existing sister cities.

Sister City Council Responsibilities

The Sister City Council consists of the Sister City Ambassador and a representative from each sister city local committee (the chairperson or chair's designee). The Mayor acts as the liaison and honorary chair. The Sister City Council's responsibilities include the following:

1. Meet upon the request of the Ambassador
2. Advise the Sister City Ambassador on matters related to sister cities, including suggesting or supporting recommendations to the City Council.
3. Exchange information on and ideas related to sister cities.

Responsibilities of the Sister City Local Committees

Each recognized sister city is required to have an active local committee. The structure and make-up of the local committee is left to the discretion of each group. However, each local committee shall have the following responsibilities:

1. Participate (chairperson or designee) on the Sister City Council. Regular participation is expected.
2. Prepare and submit an annual report to the Sister City Ambassador. The annual report shall include the year's major activities, as well as mention of activities planned for the upcoming year.
3. Provide equal opportunity to all City Council members to participate in sister city activities, both locally and abroad.
4. Inform the Ambassador (who in turn will inform all members of the City Council) when a local committee plans an official visit to a sister city, or when a sister city plans to visit Davis.
5. Work with city staff if a sister city committee wishes to use a city facility. Each official sister city may use non-staffed city facilities free of charge for official sister city events, based on availability. Reservations should follow the normal reservation process. Sister city committees may use staffed facilities, based on availability, but must cover hard costs (staff, set up, cleaning, etc.). Sister city committees and the Ambassador are encouraged to utilize International House when possible.

City Responsibilities

1. City Council:
 - Represent the Davis community during official sister city visits (both outbound and inbound).
 - Provide direction to the Sister City Ambassador as needed.
 - Ensure that all active and recognized sister cities receive attention from one or more Council members.

2. City Staff:
 - Provide the Sister City Ambassador with official city business cards for use with sister city travel or with visiting delegations, as part of the sister city program.
 - Assist the Ambassador with typical ceremonial items, such as pins, certificates, or other city informational materials, depending on availability. Honorary citizen certificates will be signed by the mayor.

Adding new or modifying existing sister city relationships

1. Inactive Status - Cities without a local organizing committee and without activity over a two-year period are to be retired and considered "inactive."

2. New Sister Cities - Consideration of new sister cities should follow the process:
 - Local committee requests City Council consideration. City Council may choose to forward request to the Ambassador.
 - Ambassador and Sister Cities Committee investigate request, taking into consideration formation of local committee, reason(s) why proposed city should have a sister city relationship with Davis and local committee's ability to fulfill responsibilities. Ambassador provides City Council with a recommendation. Proposed sister city should have valid and tangible reasons to partner with Davis in a sister city relationship. (Current relationships are based on factors such as university ties, human rights issues, interest in the bicycle, health and fitness, etc.)
 - City Council determines whether to formalize a sister city relationship. Formal relationships require a Council resolution.