

## SNOQUALMIE SISTER CITIES POLICY

### Section 1. Statement of Objectives.

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

- A. To provide an opportunity for citizens to interact and exchange social, technical and educational ideas within the global community;
- B. To provide awareness of, and sensitivity to, cultural diversity;
- C. To share expertise in solving municipal problems; and
- D. To develop business and economic ties in Snoqualmie and other parts of the world.

### Section 2. Selection Guidelines.

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

- A. Sustainable community presence showing support and forming an organization willing to work closely with the City of Snoqualmie;
- B. The city being considered shall have congruence in its own charter to the Mission and Vision Statement of the City of Snoqualmie;
- C. Similarity in size, demographic characteristics, historical development or proximity to a major urban center;
- D. 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 Snoqualmie Sister Cities Association Program reflects the interests of the community and works effectively with the City of Snoqualmie, the volunteer organization and any requests for an affiliation through the Sister Cities program shall follow the guidelines listed below.

- A. The SSCA 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.
- B. The SSCA shall be a non-profit Washington incorporated organization that will be considered a separate entity from the City of Snoqualmie.

- C. The process to become affiliated with the City of Snoqualmie is as follows:
1. The SSCA is responsible for all requested Sister City relationships.
  2. A request to establish a Sister City relationship must be made in writing to the SSCA by a sponsoring group or organization willing to make a long term commitment to the activities necessary for such relationship.
    - a. Requests must include a description of the petitioning City.
    - b. Requests must include a description of the sponsoring group.
  3. The SSCA will review the submitted information on each nominated city as to its compatibility to the City of Snoqualmie.
  4. The SSCA will submit its recommendations to the Mayor. The Mayor will then review and present the nominated city to the City Council.
  5. If approved, the City Council will then authorize a two-year trial period. The nominated city will be called a "Friendship City."
    - a. "Friendship City" means there is no formal structure to the city-to-city relationship and there are no formal obligations between the cities.
    - b. 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.
  6. Two months prior to expiration of the two-year trial period, the SSCA shall submit a trial period review memo to the Mayor, who within two months shall make one of three recommendations to the City Council:
    - a. Continue the relationship with the nominated city as a "Friendship City."
    - b. Terminate the relationship with the nominated city.
    - c. Change the status of the nominated city from "Friendship City" to "Sister City."
  7. 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 outlines in the Policy are no longer being met for a period of two years of more based upon a review by the Mayor, the SSCA Board of Directors and sponsoring volunteer organization, the Mayor shall recommend one of the following alternatives:

- A. To change the status of the Sister City to a "Friendship City."

- B. To terminate the Sister City relationship; or
- C. To maintain the relationship with no changes.

Section 5. City Funding for the SSCA.

- A. City funding of the SSCA 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. Legal and accounting services such as Certified Public Accountant (CPA) 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 Snoqualmie is hosting public officials visiting from a formally recognized Sister City.
- B. The amount of the funding for the administrative support and services will be determined by City Council through the annual budget process. Membership in 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 SSCA 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 Mayor, provided the recipient is a public entity. Such donations may include:
  - 1. Appropriate activities to receive public officials or their delegates when visiting Snoqualmie 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 services 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, shall be the sole property of the City of Snoqualmie. The City shall maintain an inventory of such gifts and will attempt to display them in appropriate public settings.