



## **CITY OF CERRITOS SISTER CITY DESIGNATION POLICY**

Current Version Adoption Date: 04/28/2022 (v.1, Resolution No. 2022-20)

Prior Version Adoption Date: 09/21/2000 (Minute motion, Item 11D)

Original Policy Adoption Date: 09/21/2000 (Minute motion, Item 11D)

### **7.07.010 PURPOSE**

This Policy establishes the requirements and procedures for Cerritos-based community organizations to propose the formation of a Sister City relationship between a prospective city and the City of Cerritos. Sister City programs are generally created between two cities to create friendships, cultural exchanges and may be expanded to include business and professional collaborations. Sister City programs are not supported by City staff and/or financial resources unless specifically authorized by a majority vote of the City Council.

### **7.07.020 POLICY DIRECTIVE**

Cerritos-based community organizations may seek City Council approval to establish a Sister City relationship with a prospective city by submitting an application to the City Council by way of the City Manager in accordance with this Policy. All applications will be reviewed by the City Council and approved on a case-by-case basis.

### **7.07.030 SISTER CITY FORMATION**

A. Cerritos-based Community Organizations: Cerritos-based community organization may seek City of Cerritos approval for the establishment of a Sister City relationship between a prospective city and the City of Cerritos subject to the following:

1. A letter of request will be submitted to the City Council by way of the City Manager providing justification and/or reasoning for the proposed Sister City relationship. The letter will also be required to outline the goals and objectives of the proposed Sister City relationship such as:
  - a. Developing community partnerships between cities, counties, states of the United States and similar jurisdictions in other nations;
  - b. Creating opportunities for city officials and citizens to experience and explore other cultures through long-term community partnerships;
  - c. Creating an atmosphere to facilitate economic development opportunities;
  - d. Stimulating environments through which communities will creatively learn, work and solve problems together by sharing cultural, educational, municipal, business, professional, and technical experiences; and
  - e. Collaborating with local government organizations throughout the United States that share similar interests.
2. A reciprocal Letter of Intent (LOI) from the prospective city should accompany the Sister City application for the purpose of providing information about the organization and reasoning for the proposed relationship.


3. The Cerritos-based community organization will be required to file as a non-profit organization and obtain a tax exempt 501(c)(3) status within 120 days. The charter of the non-profit organization should be specific to the Sister City relationship and should detail its goals and objectives.
  4. A membership list of all officers and members of the Cerritos-based community organization shall be submitted to the City. The membership must be open to all Cerritos community members and consist of a majority of Cerritos residents totaling not less than fifty one percent pursuant to this Policy.
- B. Other Organizations: In the event that a community group is not a formally established association or organization, the City Council may choose to accept a LOI from the sponsoring organization or individual representative stipulating that it can fulfill the above referenced requirements within 120 days of the date of the LOI. All requests to establish a Sister City relationship with the City of Cerritos will be subject to City Council consideration and approval on a case-by-case basis.

#### **7.07.040 APPROVAL OF POLICY**

This Policy was originally approved by the City Council on August 21, 2000. This Policy was subsequently updated by City Council Resolution No. 2022-20 on April 28, 2022 and became effective immediately thereon.

Signed:

Date:

  
\_\_\_\_\_  
Chuong Vo, Mayor

5-26-2022  
\_\_\_\_\_

Signed:

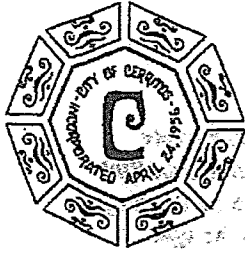
Date:

  
\_\_\_\_\_  
Art Gallucci, City Manager

7-5-22  
\_\_\_\_\_

Attachments:

1. City Council Agenda Report August 21, 2000
2. City Council Meeting Minute Excerpts August 21, 2000
3. Sister City Application Procedure



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# CITY OF CERRITOS

CIVIC CENTER • 18125 BLOOMFIELD AVENUE  
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PHONE: (562) 860-0311 • FAX: (562) 916-1373

## MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Art Gallucci, City Manager *[Signature]*

INITIATED BY: Kathleen Jung Matsumoto, Assistant to the City Manager *[Signature]*

DATE: August 21, 2000

SUBJECT: **CONSIDERATION OF A POLICY FOR SISTER CITIES:  
AMENDMENTS TO RECOMMENDED APPLICATION  
PROCEDURE**

Attached please find an amended version of the Recommended Application Procedure, that staff would like to submit for review at tonight's City Council meeting.

Basically, the procedure remains the same with added language to strengthen and clarify the application process. Item #2 was added to insure that the new/proposed Sister City was also supportive of the request.

This amendment will be available to the public at the meeting and was also posted on the web site. Should you have any questions, please do not hesitate to call me or Kathy.

ROBERT HUGHLETT, Ed.D.  
MAYOR

PAUL W. BOWLEN  
MAYOR PRO TEM

BRUCE W. BARROWS  
COUNCILMEMBER

GRACE HU  
COUNCILMEMBER

GLORIA A. KAPPE  
COUNCILMEMBER

**(RECOMMENDED CHANGES ARE INDICATED IN BOLD ITALICS)**

**RECOMMENDED APPLICATION PROCEDURE FOR  
SISTER CITY RECOGNITION WITH THE CITY OF CERRITOS**

A ***Cerritos based*** community organization may apply to the City of Cerritos to establish a Sister City relationship if the following conditions are met:

1. A letter of request is submitted to the City Council which defines its relationship to the proposed Sister City and outlines its goals and objectives in this relationship. ***The goals and objectives should include the following:***
  - ***To develop community partnerships between U.S. cities, counties, states and similar jurisdictions in other nations;***
  - ***To create opportunities for city officials and citizens to experience and explore other cultures through long-term community partnerships;***
  - ***To create an atmosphere in which economic and community development will be implemented and strengthened;***
  - ***To stimulate environments through which communities will creatively learn, work and solve problems together through reciprocal cultural, educational, municipal, business, professional, and technical exchanges and projects; and***
  - ***To collaborate with organizations in the United States and other cities that have similar goals.***
- NEW*** 2. ***A reciprocal Letter of Intent from the proposed Sister City should accompany the application outlining their organization and proposed goals and objectives.***
3. Evidence that the local sponsoring organization is an established non-profit organization and has obtained tax exempt 501(c)(3) status. ***The local sponsoring organization will file within 120 days as a non-profit organization and obtain a tax exempt 501(c)(3) status. The Charter of the non-profit organization should be specific to the Sister City Goals and Objectives. The organization should be organized and based within the City of Cerritos.***
4. A membership list of all officers and members of the local community ***Cerritos based community*** organization are ***shall be*** submitted to the City. The membership must consist of a predominance of Cerritos residents. ***be open to all community members and consist of a majority (51%) of Cerritos residents in compliance with established policy.***

In the event that a community group is not a formally established association or organization, then the City Council may accept a Letter of Intent from the sponsoring individual(s) which stipulates that it can fulfill the obligations set forth above within 120 days.

The City Council will review and approve each application for Sister City recognition.



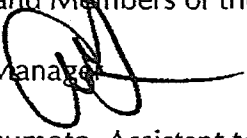
# CITY OF CERRITOS

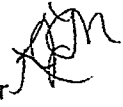
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## AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Art Gallucci, City Manager 

INITIATED BY: Kathleen Jung Matsumoto, Assistant to the City Manager 

DATE: August 21, 2000

SUBJECT: **CONSIDERATION OF A POLICY FOR SISTER CITIES**

### BACKGROUND AND FINDINGS

The City of Cerritos currently has an active Sister City relationship with the City of Loreto, Mexico, which was formally established on June 8, 1999. Since that time, there has been a continued interest from both the City Council and members of our community to possibly expand our Sister City program to include additional cities. At this point in time, the City Council has not implemented a policy related to Sister Cities and has directed staff to provide relevant information to do so.

### ANALYSIS

Sister City programs originated in 1956 through an initiative of President Dwight D. Eisenhower. It was his intent to involve people and organize groups at all levels of our society in personal citizen diplomacy with the hope that people-to-people relationships, fostered through sister city, county and state affiliations, would lessen the chance of future world conflicts.

Through volunteer efforts, the goals of a Sister City program are generally the following:

- To develop community partnerships between U.S. cities, counties, states and similar jurisdictions in other nations;
- To create opportunities for city officials and citizens to experience and explore other cultures through long-term community partnerships;

## Consideration of a Policy for Sister Cities

August 21, 2000

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- To create an atmosphere in which economic and community development will be implemented and strengthened;
- To stimulate environments through which communities will creatively learn, work and solve problems together through reciprocal cultural, educational, municipal, business, professional, and technical exchanges and projects; and
- To collaborate with organizations in the United States and other cities that have similar goals.

To assist communities, there are organizations which provide information that promote sister city cultural exchange and activities. The City of Cerritos is a member of Sister Cities International that also has a California Chapter as well, and the United States/Mexico Sister City Association. These organizations can provide assistance in developing new programs and adopting sister cities. Sister Cities International leads the national movement for global community partnerships and volunteer action and supports programs that focus on the following issues.

- Arts, Education & Cultural Exchange;
- Economic & Business Development;
- Youth Leadership;
- Environment;
- Health;
- Independent Press;
- Municipal Training & Community Problem-Solving; and
- Technology

In the past, we have had an official Sister City Affiliations with Itapatinga, Brazil, established in 1966, and a second Sister City was being encouraged with Pan-Chao Taiwan in 1986. Records indicate that there were several activities between the cities of Cerritos and Itapatinga, however, it appears that the affiliation with Pan-Chao, Taiwan was never finalized.

Since the air crash of 1986, community members known as the Friends of Loreto, have performed good-will missions for the residents of Loreto. This has included donating a refurbished fire truck to the Loreto Fire Department and medical supplies for the community. Through the commitment and strong volunteerism of the Friends of Loreto, this has been a successful Sister City relationship, which led to official recognition by the City Council in 1999.

At the City Council meeting (Study Session) of January 6, 2000, a representative for the Philippine Society of Southeast Los Angeles (PHILSELA) expressed their interest in a Sister City relationship between the City of Cerritos and the City of San Carlos, Philippines. The sponsoring group would be the San Carlos Association which has over 200 active members.

San Carlos is one of the fastest developing cities in the country and can offer much to the City of Cerritos in terms of cultural and educational exchange. It is a fast growing, manufacturing center and agricultural community which exports much of their products through a nearby port. The community is business oriented and is home to a university and medical school. The leaders of San Carlos, Mayor and Congressmen have visited Cerritos and are anxious to form a Sister City relationship with the City of Cerritos.

Additionally, staff has received inquiries from the Rotary Club of Cerritos, for their exchange City in Japan, and e-mails from Anqing City of Anhui Province of China, to give consideration to their city.

Since the adoption of Loreto as a Sister City, and in response to the inquiries from the community, the City Council has expressed an interest in developing certain policies as it relates to Sister City programs. Staff contacted cities in the general area regarding their Sister City programs and found that these programs vary in each community. However, it does appear that in most situations city funding and involvement is minimal, with a Sister City association or group assuming the lead role in volunteer efforts and fundraising activities. In some instances, cities provide a minimal amount of staff support and assist with mailing, copying and faxing of information to the members and/or their Sister City. A copy of the survey is attached for your information as **Attachment 1**.

The City Council has expressed particular interest in the selection criteria for a Sister City and the travel aspect of a program. A brief summary of staff's findings is as follows:

#### **SELECTION CRITERIA**

Most Sister City relationships were formed through volunteer efforts and remain independent from the City. In the selection of a Sister City, most cities could not specifically recall the selection procedure as many relationships have existed for quite some time. It appears that most relationships were borne from a request by a community member or group who had "some tie" to the foreign Sister City or a desire to help a community, such as with our Sister City, Loreto.



A community group which can outline its goals and objectives for a Sister City and prove strong volunteer support could be considered by the City Council for official recognition. If the City Council were to entertain the thought of developing additional Sister City relationships, an application procedure should be implemented that would simplify and equitably allow community members to submit their request. Staff has outlined several criteria which would help establish the administrative process in **Attachment 2** of this report.

### **TRAVEL**

The survey indicates that in almost all situations any travel costs to the foreign Sister City by Councilmembers are borne by the individual Councilmember. On occasions where the foreign Sister City may travel here for a visit, the City Council may host a luncheon or dinner and provide a token gift or souvenir to the guests.

In conclusion, it appears that Sister City programs receive very little financial or staff assistance from the city. The success of these programs is through the dedication and commitment of the volunteers who want to encourage cultural and educational exchange with other countries.

### **RECOMMENDATION**

It is recommended that the City Council review subject information and direct staff as appropriate as it relates to selection criteria and the travel policy for Sister City programs.

# SURVEY OF SISTER CITY PROGRAMS

Attachment 1

| CITY             | SISTER CITY  | CITY FUNDING        | TRAVEL POLICY  | ACTIVITIES/ FUNCTIONS OF CITY  | STAFF TIME                                       | OTHER SUPPORT                              | COMMENTS  |
|------------------|--|---------------------|--|--|--|--|---|
| Artesia          | Praia du Vitoria, Azors  | None                | If Council travels, members pay own way.   | May host reception to entertain visiting dignitaries.                            | Minimal  | None                                       |   |
| Bellflower       | Los Mochis, Mexico   | None                | If City Council travels to Sister City, it is at own expense.                                    | May host reception to entertain visiting dignitaries.                            | Minimal  | None                                       | Sister City Committee handles all fundraising and activities. Has received assistance from Supervisor Knabe's office. |
| Brea             | Hanno, Japan<br>Lagos De Moreno, Mexico                                | Approx. \$3,000/yr. | If City Council travels members pay own way.   | Sister City Assoc. handles activities. Mayor may provide gift to visiting Mayor. | Approx. 2 days per month of one FT staff person. | Mailing, faxing, copying, typing corres.   | Sister City Association is independent from City.   |
| Downey           | Guadalajara, Mexico -<br>San Quintin, Mexico -<br>Aleujela, Costa Rica | Approx. \$3,500/yr. | No specified amount - varies - Mayor may attend Guadalupe event with Miss Downey and her escort. | May host reception for visiting dignitaries - provide gifts to visitors.         | Approx. 2 days per month of one FT staff person. | Mailing, faxing, copying, official corres. | Sister City Association handles all fundraising and activities with Sister City.                                      |
| Hermosa Beach    | Loreto, Mexico   | None                | None - if City Council travels, it is at own expense.  | None   | None   | None                                       | Sister City Association is independent from City.   |
| Huntington Beach | Anjo, Japan<br>Waitakere City, New Zealand                             | \$10,000/yr         | If Council travels, it is at own expense.  | Host reception for visiting dignitaries - provide gifts to dignitaries.          | Approx. 2 days per month of one FT staff member. | Typing corres., Minutes, copying, etc.     | Sister City Assoc. Board members are elected from community.  |
| La Mirada        | Isehara, Japan   | \$1,500/yr.         | If Council travels, members pay own way.   | Host reception or entertain visiting dignitaries - gifts for visitors (nominal). | Minimal  | Copying, mailing, faxing                   | Sister City Association is independent from city - raises own funds.  |

| CITY             | SISTER CITY  | CITY FUNDING  | TRAVEL POLICY  | ACTIVITIES/ FUNCTIONS OF CITY  | STAFF TIME  | OTHER SUPPORT   | COMMENTS   |
|------------------|--|---|--|--|---|---|--|
| Norwalk          | Hermosillo, Sonora, Fresnillo, Zacatecas   | \$6,000/yr.   | One Councilmember and Norwalk International Friendship Commission may attend the National Sister Cities Conf.  | Host reception or entertain visiting dignitaries - gifts for visitors.   | Approx. 2 days per month. Staff support for Commission.                             | Copying, mailing, faxing, official corres., prof. exchanges of city staff members | City Council appoints 1 member each to Norwalk International Friendship Commission.              |
| Orange           | Novo Kosino, Moscow, Russia; Orange, Australia; Orange, France; Queretaro, Mexico; Timaru, New Zealand | None  | If Council travels, it is at own expense.  | Host reception to entertain visiting dignitaries - gifts for visitors.   | Minimal   | None  | Sister City Assoc. is independent from City and handles all it's own fundraising and activities. |
| Paramount        | Tepic, Mexico  | \$750/yr. for misc. expenses                                | None   | Minimal  | Minimal   | Minimal   | Independent organization.  |
| Rosemead         | Zapopan, Mexico - Kee Lung, Taiwan   | Minimal (not over \$2,000)                                  | On occasion City will fund visit to Mexico sister city. City funded travel only for staff to visit Taiwan sister city to study Asian gang problems (Taiwan sister city paid for food and lodging). | Host reception or dinner for visiting sister city - nominal gift to sister city.   | Minimal (informal)  | Mailing, faxing, copying  | Sister City Association raises own funds for travel, etc.  |
| Santa Fe Springs | Navajoa, Mexico - Tirschenreuth Germany  | \$15,000 per year (including staff time and misc. expenses) | Annual Sister City conference for Council, Liaison, staff liaison and 5 boardmembers (appted. by Council). May travel to Sister City occasionally.   | Student Exchange Program, art contest, entertain visiting dignitaries. Has provided fire fighting exchange program with Navajoa, Mexico. | Approx. 8 hrs. per month of staff time (secretary and staff person combined total). | Mailing, copying, faxing  | Sister City Association members pay own travel expenses - 25 appointed members.                  |

**RECOMMENDED APPLICATION PROCEDURE FOR  
SISTER CITY RECOGNITION WITH THE CITY OF CERRITOS**

A community organization may apply to the City of Cerritos to establish a Sister City relationship if the following conditions are met:

1. A letter of request is submitted to the City Council which defines its relationship to the proposed Sister City and outlines its goals and objectives in this relationship;
2. Evidence that the local sponsoring organization is an established non-profit organization and has obtained tax exempt 501(c)(3) status;
3. A membership list of all officers and members of the local community organization are submitted to the City. The membership must consist of a predominance of Cerritos residents.

In the event that a community group is not a formally established association or organization, then the City Council may accept a Letter of Intent from the sponsoring individual(s) which stipulates that it can fulfill the obligations set forth above within 120 days.

The City Council will review and approve each application for Sister City recognition.

## **Sister Cities International Mission Statement**

Sister Cities International (SCI) is a non-profit citizen diplomacy network creating and strengthening partnerships between U.S. and international communities in an effort to increase global cooperation at the municipal level, to promote cultural understanding and to stimulate economic development. SCI leads the movement for local community development and volunteer action, by motivating and empowering private citizens, municipal officials and business leaders to conduct long-term programs of mutual benefit.

## **SCI History**

Sister city, county and state affiliations between the United States and other nations began shortly after World War II, and developed into a national initiative when President Dwight D. Eisenhower proposed the people-to-people program at a White House conference in 1956. Originally a part of the National League of Cities, SCI became a separate, nonprofit corporation in 1967 due to the tremendous growth and popularity of the U.S. program.

President Eisenhower's intention was to involve individuals and organized groups at all levels of society in citizen diplomacy, with the hope that personal relationships, fostered through sister city, county and state affiliations, would lessen the chance of future world conflicts.

## **A Citizen Diplomacy Network**

The sister cities concept was launched by President Dwight D. Eisenhower in 1956 and is now in its fourth decade of contributing to people-to-people diplomacy, deeper cross-cultural understanding, and worldwide cooperation toward sustainable economic and community development. The program is deeply rooted in the ideal that we are all members of a single community that is global in scope; that no nation alone can hope to solve our most pressing problems. Sister Cities International (SCI), located in Washington, D.C., is the national headquarters for sister city programs in the United States, with an enormous network of member cities (and states) in all fifty states. SCI, which works closely with the U.S. Conference of Mayors, the U.S. Government, and the private sector, is also one of the largest volunteer organizations in the world.

Major trends in the world today have put Sister Cities International in an ever greater leadership role in global affairs. Advances in telecommunication technologies and extension of travel services have greatly facilitated both "electronic" and face to face exchanges. Also, in a global economy, there are new opportunities for creative business partnerships—and a great need for high-quality international or cross-cultural training for our citizens and local leaders. Programs like SCI facilitate and guide our exposure to the ideas and values of other cultures, leading to deeper understanding and a better quality of life for all. Finally, decentralization, which is taking place in many countries, extension of democracy to new regions, and rapid urbanization—by the year 2000, half of the world's population will be living in cities for the first time in history—have made the phrase "local solutions to global problems" a practical necessity. Increasingly, national leaders are looking to find solutions to global problems at the local level, while local authorities and citizen groups (NGOs), in cooperation with their national leaders and the private sector, are forming direct contacts—meaningful long-term partnerships—with communities worldwide.

SCI's unique nationwide/worldwide network involves the governmental, private, and private voluntary (NGOs, PVOs) sectors at the local and international level in creative partnerships that result in a wide variety of sister city exchanges and projects. As feelings of mutual trust develop over the years, city relationships that often start off with cultural and educational exchanges expand into other areas of interest. In fact, we are now seeing professional exchanges involving people of all types—from municipal officials and medical specialists to teacher trainers and social workers. Many cities, in partnership with their sister city, are also organizing joint business ventures and technical projects, from building schools and baseball parks, to historical preservation, sustainable agriculture, and micro loans for income generation. SCI has also been the vehicle for major conferences and symposiums on a variety of substantive issues facing the world community, including trade symposiums, training concerning the concept and practice of volunteerism, and forums for discussing the environmental sustainability of tourism for resort communities. Few organizations can offer the diversity of exchanges and projects that sister city programs do—everything from art exhibits and business internships to humanitarian relief, reforestation projects, and wheelchair athletics.

### Goals of Sister Cities International

- *Develop* municipal partnerships between U.S. cities, counties, states and similar jurisdictions in other nations
- *Provide* opportunities for city officials and citizens to experience and explore other cultures through long-term community partnerships
- *Create* an atmosphere in which economic and community development can be implemented and strengthened
- *Stimulate* environments through which communities will creatively learn, work and solve problems together through reciprocal cultural, educational, municipal, business, professional and technical exchanges and projects
- *Collaborate* with organizations in the United States and other countries which share similar goals

### What is a Sister City, County or State Relationship?

A sister city, county or state relationship is a *broad-based, officially approved, long-term partnership* between two communities, counties or states in two countries. A sister city, county or state relationship becomes official with a signing ceremony of the top-elected officials of the two local jurisdictions, following approval by the local city councils (county commissions or state legislatures), as appropriate. Sister city partnerships have the potential to carry out *the widest possible diversity of activities of any international program*, including every type of municipal, business, professional, educational and cultural exchange or project. Sister city programs are also unique in that they inherently involve the three main sectors in a community: *local government, businesses, and a wide variety of citizen volunteers* (and civil society or non-profit organizations).

### What is the Difference Between a Sister City and a Friendship City?

Around the world various terms are sometimes used to describe a long-term partnership between two communities: sister cities (United States, Mexico, etc.), twin cities (Russia, United Kingdom), partner cities (Germany - *partnerstadt*), friendship cities (as with relations between Japanese and Chinese cities), or *jumelage* (France) are common terms. Although "sister cities" is the commonly used term in the United States, some US cities have formed "friendship city"

relations with cities abroad. Often, there is no difference in these terms. For example, a "friendship city" relationship might be more active than a "sister city" relationship. If there is a difference in meaning, it is that "friendship city," in the US, tends to refer to a partnership that is more limited in scope. SCI encourages US communities to use the term "sister city," the most commonly used term in the US. The most important thing is that these relationships should not be entered into casually; there needs to be a commitment to fully develop city hall, community and business support for the affiliation, keeping it active, with substantive programs, over the long-term.

## **What Do Sister Cities Do? What Makes a Successful Sister City Program?**

Sister city programs inherently involve a unique kind of partnership and involvement of the three main sectors that make for a vibrant, productive community, county or state: *the local government, business and private voluntary sectors* (a wide variety of civil society or non-profit organizations and individual citizen volunteers). Sister city programs--perhaps more than any other international program--involve the widest possible diversity of exchanges and projects. Basically, anything that goes on in a community can become--and has, in one city or another--the subject of a sister city project, including every type of municipal, business, professional, environmental, educational and cultural exchange.

In the US, there is a great deal of diversity in how sister city programs are structured. Generally speaking, however, broad-based sister city committees made up of a wide-variety of *citizens* from the community make up the backbone of most sister city programs in the US, with city hall and local businesses in more of a support role. The primary historical and cultural reason for this is the unique tradition in the United States of *volunteerism* and the common suspicion on the part of many Americans (throughout US history) towards what is perceived as "big government." (It is often politically difficult for many local governments in the US to approve large budgets for international affairs.) In many countries (although in all countries there is a lot of diversity in structure from city to city), such as Russia, Japan, China, and the United Kingdom, programs like sister cities are managed more directly by *city hall*, by some type of international relations department. With the "city-hall driven" model, there are also direct ways for individual citizens (and businesses) to participate, such as through an "International Friendship Committee."

## **Key Elements of Success for a Great Sister City Program, Whether It Is of the More "Citizen Volunteer-Based" or "City-Hall Driven" Model:**

- Solid support and involvement from city hall: the mayor as honorary chair; a staff person designated at city hall to support the sister city program; direct involvement of various city departments in municipal, economic development, technical, public safety or other exchanges; various direct and in-direct (in-kind) support for sister city activities, such as assistance with administrative costs and receptions.
- Solid support and involvement in the sister city program from the business sector, with an opportunity for both corporations and small businesses, as well as individual business people, to contribute their time and/or financial or in-kind support; the local Chamber of Commerce and other key organizations should be actively involved in the sister city program.

- The best long-term indicator of success for a sister city program (since elected officials come and go) is a broad-based Sister City Committee, made up of many individual citizens who are enthusiastic supporters of the sister city program. Every effort should be made to recruit people from various professions, a youth delegate, people from different ethnic and religious groups, both women and men, and people with disabilities. Citizen volunteers in the US and abroad contribute an enormous "cost share" to the local program through their time and various out-of-pocket expenses, including annual individual and family membership fees, travel expenses abroad and homestay and other hosting expenses at home.
- To maximize limited resources and the potential outreach and impact of the sister city program in the community, every effort should be made to form additional alliances within the overall sister city program, such as sister schools or twinned Rotary and Lion's clubs. It has been estimated that Portland, Oregon and Sapporo, Japan have over 100 of these types of twinning arrangements between their two cities.
- It is essential to have excellent communication links, including reliable phone, fax and Internet communications, with back up fax and phone numbers when necessary. Fax machines should be kept on at night. Communication from a sister city should be responded to right away to maintain good relations. Even if a decision concerning a proposal has not been reached, a quick reply saying, for example, "thank you for your fax - we will respond to you after our meeting next month," should be sent, promptly acknowledging receipt of an important proposal or letter.
- Sister City projects should be reciprocal and jointly planned, executed and evaluated. Also, there needs to be time, a few minutes at the end of each day, for example, built into actual exchanges for cross-culturally sensitive feedback to avoid serious "culture bumps." Formal time for cross-cultural discussion, to learn about more complex layers of culture, such as the changing role of women in society, child rearing methods or how decisions are actually made in local government or businesses, should be built into all exchanges and projects.
- To maintain excellent, two-way communication and to keep the program active, it is important that cities meet at least every other year to develop a Memorandum of Understanding about what they plan for their partnership, including frank discussions about areas of interest, realities of budgets and other important details in carrying out proposed exchanges or projects.
- There are a variety of low-cost exchanges that should occur every year, even if it is not possible to have a physical exchange of people: an annual "state of the city" letter between the two mayors; exchanges of the city annual reports and city plans by officials at city hall; exchanges of children's artwork, letters or sister school programs through the Internet; periodic exchanges of interesting newspaper articles that show how society, technology, the environment, etc. are changing in your city; cultural festivals, movies or speeches that celebrate the culture of the sister city (foreign students or business people from the nation of the sister city can be guest speakers).
- It is essential to agree on regular, sustainable exchanges of people that will take place every year or, at the very least, every other year. There are many possibilities for this, including teacher and student exchanges, municipal internships for city officials in key



fields, young business leader internships sponsored by the Chamber of Commerce (young professionals who are promising young business leaders but also distinguishing themselves in regard to community service and involvement), or participation at the largest annual festival in the sister city.

- All relationships, like friendships, need to take a risk once in a while with a larger or more ambitious project, to stay fresh and to achieve their full potential. Such projects require a high degree of planning, fund-raising, and time and effort, but they also can be a very positive, life-transforming experience for all involved. Examples of spectacular, large scale sister city projects include: "Shanghai Week in San Francisco," a week of top-level performing arts exhibitions and seminars on doing business in the US and China; a multi-year, broad-based reforestation project between Palo Alto, California and Oaxaca, Mexico, which involved extensive local government, media, volunteer and business involvement on both sides; and a "space bridge" event between San Diego and Vladivostok, Russia, just at the end of the cold war, a live town hall meeting through satellite television involving the mayors, local celebrities and entertainers and hundreds of citizens in both cities.

### **Important Factors for US Communities to Keep In Mind When Developing a Sister City Partnership with a City Abroad**

- In most countries in the world, sister city programs are formally managed by an "international relations division" or some other official representative at city hall. There are obvious historical and practical reasons for this, such as centuries of cultural influence of Confucianism in East Asia, or a history of greater central control of local government in Indonesia or the Newly Independent States. The US, with its tradition of more individualistic *volunteerism*, is more the exception than the rule. It is therefore critical, as a matter of basic protocol and to tap the full potential of their sister city program, that the local government in the US city maintains an active interest and involvement in the sister city programs. In practical terms, this means the mayor taking time to visit with delegations; designating a contact person/support staff for sister cities at city hall; both sending and hosting selected city officials for substantive municipal exchanges and training involving local government themes, such as the environment, public safety, or city planning; and minimal support for administrative costs for the volunteer committee. At that same time, US communities need to insist that their counterparts abroad set up a committee of interested volunteers in their community, if they do not already have one. US mayors can be effective in communicating the need for more citizen participation in their sister city. Also, US leaders need to clearly communicate to their counterparts that they have designated (empowered) their volunteer committee be the official arm of sister cities in their city.
- It is sometimes the case that the more city hall-driven programs in foreign cities, even in developing countries, have more resources for sister cities than their more volunteer-based US counterparts. If this is the case, the US committee will need to make sure to tap their city's full potential for fundraising through city hall support, major corporate support, recruitment of additional individual members, appropriate service fees, and fund-raising events that have an impact.
- There is often a very strong interest in "economic development" on the part of foreign cities that are seeking a US partner. While US cities also have an increasingly strong

interest in this area, the two sides will need to carefully discuss with each other exactly what they mean by "economic development." In many cases, a compromise will have to be reached between people (on each side) interested more in business activities versus educational and cultural exchanges. It is not an either/or situation--both educational and cultural exchanges and opportunities to explore economic development should be part of a great sister cities program.

- When US cities host groups from abroad, the tendency is often to be informal. While this has its own unique charm and appropriateness, it is important to recognize, in large and small ways, the expectation of many international guests for more formality. It should be a given, for example, that any international guest be offered a drink (coffee or tea, etc.) when first arriving, since this is the generous custom in almost every city or village in the world. Distinguished, high-ranking officials from abroad need to be formally recognized as such--rank and seniority are very important in many cultures.
- More often than not, English is the mode of communication in international meetings. Americans need to be highly sensitive to the difficulties faced by non-native speakers since we are usually fortunate to have our language in use. For non-native speakers: explain key vocabulary words and concepts in advance; give easy-to-understand summaries and clear analogies and metaphors for long explanations; give time to formulate questions; build in time for rest--listening to a foreign language is hard work; provide quality interpretation and/or translation when critical for deeper understanding; and make every effort to learn as much as possible of the language of your sister city--three new words a day should be considered a minimum to be a true global citizen.

## Affiliations Procedures Guide: The Sister City Search Process

Building a lasting relationship with your sister community might possibly be one of the most rewarding activities your community becomes involved with. The process, however, of searching for and finding that special community abroad which shares your same interests and goals, is an intricate and often lengthy one. Therefore, your search must be extremely well-organized and undertaken with great planning and commitment. It is up to you to take a proactive role in this process!

We often compare the sister city search process to the intricate dance of matrimony, beginning with the awkward days of courtship beyond its golden anniversary. With this analogy in mind, it is crucial to be sensitive to the needs of your prospective community, and at all times, be aware that this relationship is intended to last a lifetime. Therefore, choose wisely!

Please be aware that this abbreviated checklist is meant to serve as a guide to steer you through the affiliations process. For detailed information, carefully read our publications: "Building Your Local Program," "Finding a Sister City" and "Criteria for Selecting a Sister City."

**Step One --** Contact Sister Cities International to request a Membership Application Packet. Upon joining SCI as a dues-paying member, you will gain access to our many resources and benefits, as well as our global network of sister city leaders.

**Step Two --** After studying the materials in your New Membership Packet, begin by organizing your volunteer sister city committee, led by elected officers (i.e. president/chairperson, vice-president, treasurer, secretary) and comprised of a broad range of community members: community leader(s) who speak directly for the Mayor/City Manager; business professionals (i.e. private enterprise, physicians, attorneys); Chamber of Commerce officials; youth and educators; retirees; and so on.

**Step Three --** Form sub-committees as needed (i.e. fundraising committee; youth chapter, a separate

committee for each sister city affiliation) and gather strong community support.

**Step Four** -- Once an organized committee is established, begin working on your "Community Profile Form." As you thoroughly examine these questions, contact SCI for help in refining your search to a specific area(s) of the world. Some regions are traditionally under-requested, so it is always wise to check with the national headquarters to determine which regions of the world currently have the greatest need for U.S. support and will therefore be the most enthusiastic about forming a sister city relationship. In addition, due to our one-to-one affiliations policy, you need to be aware of which cities are already working with a U.S. community and are therefore not available.

**Step Five** -- When you have chosen your preferred region, carefully explore your purpose for building a sister city relationship. Is it to investigate economic development opportunities? Is it for youth exchange? These questions are extremely important and will assist you in identifying the goals of this relationship.

This and other important subjects are addressed in the "Community Profile Form."

**Step Six** -- SCI maintains a list of international cities seeking partners. When we receive your completed community profile, SCI will recommend -- based upon the information in your profile -- 3 cities we think would make appropriate matches. We will provide you with the contact information, and if necessary, approach the community on your behalf.

**Step Seven** -- If there are no suitable cities currently seeking in your chosen region, it will be your responsibility to search for potential cities. Be creative in this search. Use all resources available, such as the Web, your Library, a personal contact in that community, etc. Consider involving more than just your committee. For instance, you might have a geography teacher assign this as a class project; have your Rotary club contact its international chapters; hold a Town meeting to consider the interests of the entire community. When you have identified several likely matches, notify SCI, and the appropriate Regional Director will investigate the possibility of a link by contacting our international counterparts. Please be advised, due to the nature of international correspondence, that this method will be a more lengthy one.

**Step Eight** -- When you are ready to approach your potential community(ies), present a comprehensive view of your community by sending a detailed packet of information to the mayor of the international community. This packet should include a formal letter from your mayor (and/or committee president/chair) inviting the community to enter into a dialogue on twinning (sample documents available from SCI) along with Chamber of Commerce materials such as brochures, maps and video; don't forget to enclose a copy of your Community Profile Form. Also, request such information in return. Please cc: SCI any pertinent communications.

**Step Nine** -- If you receive a positive response, reply promptly and extend an invitation for an official delegation to visit, with suggestions for potential projects, such as student exchange, business/trade development, etc. Build your relationship. Get to know one another well. After some time, you will be able to determine if this is the right match for you. As you "date," please send us copies of all pertinent correspondence for our files.

**Step Ten** -- When there is a mutual agreement to become formally linked, both mayors should be present for the signing ceremony (sample documents available from SCI). Upon receipt of copies of these historic documents, SCI will send two official SCI charters--one for you and one for your sister city. At this point, you will be eligible to use the name "Sister Cities," and will, officially, become part of our network of registered sister cities.

**Step Eleven** -- Continue to build your relationship by involving more community members and expanding the scope of your projects. Keep SCI updated with regular reports of your on-going activities. Contact SCI with questions at any time!

## SCI Affiliations Policy

Time and experience have proven that the strength and stability of sister city relationships depend heavily on the uniqueness of a one-to-one relationship. Therefore, efforts by a U.S. jurisdiction to establish official links with international jurisdictions which already have an active and recognized U.S. sister city, county or state, will not be recognized by SCI, nor will they be eligible for any services or grant programs from SCI. If a U.S. community can support more than one affiliation, it should broaden its horizons and offer to link with jurisdictions in other nations. This policy also applies to international jurisdictions attempting to create multiple sister city, county or state affiliations in the U.S. Other international links (e.g. universities, chambers of commerce, service clubs) are not precluded by the SCI's affiliations policy.

Please note, this policy went into effect on July 1, 1990. Cities that appear in this directory with more than one U.S. city link were established prior to this date.

### Sister Cities International Facts — At a Glance

- The Honorary Chairman of Sister Cities International is the President of the United States—a distinction afforded to only a few associations.
- SCI is led by a Board of Directors and national staff officers. The Executive Director heads the national headquarters in Washington, D.C. Sister Cities State Coordinators assist SCI staff and local programs at the state level. At the local level, the mayor serves as Honorary Chair to an active sister city committee made up of a wide variety of citizen volunteers, city officials, and corporate members.
- SCI is a non-profit organization with a unique nationwide/worldwide network involving the governmental, business, and private voluntary sectors. SCI collaborates with the U.S. Conference of Mayors and many U.S. Government agencies and foreign embassies. Opportunities for sustainable economic and community development through Sister Cities are actively being promoted at the local and national level.
- Spearheaded by the mayors of each city, 1,200 U.S. communities are now paired with 2,100 partners in 127 nations around the globe. In 1955, St. Paul, Minnesota and Nagasaki, Japan became sister cities—now there are 357 U.S.-Japan sister city partnerships. In 1986, there were only six sister city links between the U.S. and the Soviet Union—today there are 169 U.S.-NIS (former Soviet Union) partnerships. In 1995, SCI led mayoral delegations to South Africa and Indonesia and organized a bilateral U.S.-China Sister Cities Conference to promote new sister city relationships and opportunities for community and economic development.
- SCI assists sister city partnerships from the beginning—including providing contacts and guidance, creating innovative grant opportunities for member cities, and energizing dormant programs by providing high-quality networking opportunities at state, regional, and international levels. SCI has administered a wide variety of grant programs over the years, covering a variety of themes, from technical assistance and small business development, to municipal training and youth exchange programs focused on community service. Through various publications and on-line services, SCI continues a forty-year

tradition of leadership in the international exchange, cooperation, and community and economic development fields.

- Sister city programs make an impact on communities worldwide. Over 100,000 people travel abroad under the Sister Cities umbrella, spending close to \$60 million annually on travel and related expenses. Fort Worth (Texas) Sister Cities, for example, estimates that their programs bring in \$2 million in trade and tourism to their city each year. Portland, Oregon and Sapporo, Japan have seen over 100 organizations link, including sister schools, YMCA's, and civic clubs, as a result of their sister city relationship. The trust and community support these strong sister city ties have created has been an important factor in numerous Japanese companies deciding to locate in Portland, bringing needed investment and jobs to the area. Similarly, Cincinnati, Ohio and Karkhiv, Ukraine have a very strong partnership—currently, they are carrying out over 115 different projects, everything from economic development to an exchange of classical musicians.
- In 1995, SCI led mayoral delegations to South Africa and Indonesia and organized a U.S.-China Sister Cities Conference. In 1996, SCI led a successful Mayoral / Business Missions to India and Vietnam. In 1997, a mayoral delegation visited the Republic of Ireland and Northern Ireland, and 1998 saw a mission to Brazil. SCI is also a prominent player in the implementation of goals of the Summit of the Americas. The U.S.-African Sister Cities Conference is an important annual event in the SCI network. SCI's grant projects include U.S.-Germany and U.S.-Japan internships for community leaders on volunteerism; the U.S.-Russia Partnerships for Independent Newspapers program; projects that link schools through the Internet; and the U.S.-Japan Trilateral Exchange Program.
- No organization can match the diversity of exchanges and projects of SCI's network, including: forums for exploring trade opportunities (New Brunswick, New Jersey and Debrecen, Hungary) and the environmental sustainability of tourism (Aspen, Colorado and Simukappu, Japan); development cooperation projects, from improving water quality (Amesbury, Massachusetts and Esabalu, Kenya) and reforestation (Palo Alto, California and Oaxaco, Mexico) to medical exchanges (Grand Forks, North Dakota and Ishim, Russia) and building schools (Charlotte, North Carolina and Arequipa, Peru); and exchanges of baseball teams and young classical musicians through Tacoma (Washington) Sister Cities. Tulsa, Oklahoma organizes an International Leadership Academy for youth each year.
- Major trends in the world today, such as decentralization, the "globalization" of the economy, and the spread of telecommunication's technologies have given individual communities a more prominent role in international affairs and put SCI at the forefront in helping to create new opportunities and a better quality of life for people in communities worldwide.
- SCI, the world's premier community network, can offer your city, business or citizen's group contacts, cross-cultural expertise, exciting forums for discussing global issues and legitimacy—community-wide, private sector and governmental. The best place to catch the spirit of Sister Cities is at SCI's annual conference. Invaluable networking opportunities abound at SCI's annual conference, organized in partnership with the host city, which goes out of its way to show delegates a good time, including opening up the best cultural attractions.

## **SCI Requirements and Procedures**

SCI is the national headquarters, recognized by the US Government, for sister city, county, and state programs in the United States, including for "friendship city" agreements. Most US cities with sister city programs are formal dues-paying members of SCI; however, SCI, because of the important public role we play, needs good data about all US programs, whether just starting out or firmly established. Our office is regularly contacted by top-level US and foreign government officials, prominent mayors and leaders of major corporations and NGOs (non-governmental organizations), who want up-to-date information about the activities of sister city, county and state programs. SCI also coordinates with various counterpart organizations abroad to keep records on sister city programs worldwide.

**SCI needs to be immediately informed, by sending a copy of official correspondence (letters of invitations, memorandums of understanding on city hall letterhead, etc.), at each stage of a relationship:**

- When a US city is formally seeking a partner city in another country or when a foreign city is formally seeking a US partner.
- When two cities are in a "pending" relationship, where they are in the process of exploring a possible sister city relationship.
- When two cities have had an official signing ceremony of their top elected leaders, becoming sister cities.
- If a relationship has become completely inactive and one city in the relationship or both do not have the means or interest to work to reactivate the program, it is possible for two cities to get a "divorce." SCI is prepared to assist the two cities in reactivating their program; however, if there is no possibility of this, we prefer that the relationship be dropped so that we do not continue to list the affiliation in our national/worldwide directory year after year. In this case, SCI requires an official letter (on city hall letterhead) from one of the two cities.

# Building Community Partnerships Worldwide

Sister Cities International (SCI) is the national membership organization for sister city, county, and state programs in the United States. SCI is the official agency which links communities from the United States with communities worldwide. Currently, SCI represents approximately 1,200 U.S. cities, counties, and states and their 2,100 partners in 127 countries worldwide. As the premier citizen diplomacy network in the United States, SCI leads the national movement for community development and volunteer action in the global arena.

## The goals of Sister Cities International are:

- to develop community partnerships between U.S. cities, counties, states and similar jurisdictions in other nations;
- to create opportunities for city officials and citizens to experience and explore other cultures through long-term community partnerships;
- to create an atmosphere in which economic and community development will be implemented and strengthened;
- to stimulate environments through which communities will creatively learn, work and solve problems together through reciprocal cultural, educational, municipal, business, professional, and technical exchanges and projects; and
- to collaborate with organizations in the United States and other countries, which share similar goals.

## The National Headquarters

Sister Cities International is unique in that it officially links communities from the United States with international communities through sister city agreements signed by the respective mayor of each city and ratified by each city council, or its equivalent. To be official, a sister city relationship must have the endorsement of the local authorities, who support the efforts of community volunteers. This dynamic process empowers all sectors of a community—local government, business, media, private voluntary organizations, and educational institutions—to participate in the global arena. SCI is the U.S. Government-designated clearinghouse for recognizing, cataloging, and coordinating sister city, county, and state linkages, including friendship cities partnerships.

Sister Cities International is committed to making international affairs personal and rewarding to millions of U.S. citizens. SCI promotes sister city programs to a broader national and international audience, disseminating publications and providing seed-grants to assist U.S. communities as they strive to develop innovative exchange and development programs with their partners abroad.

The SCI logo and the name "Sister Cities International" are now registered with the U.S. Patent and Trademark office. This registration will protect our member cities from unauthorized activities that may damage the reputation of city-to-city links. Only dues paying members are authorized to use the Sister Cities International name.

### **International Conferences & Delegations**

Each year, more than 1,500 delegates from 40 countries attend the SCI Annual Conference. Sister Cities International invites delegates worldwide to participate in its upcoming conferences hosted by Little Rock, Arkansas (1999); and Denver, Colorado (2000). Sister Cities International also sponsors various state, regional, and international meetings throughout the year. Sister Cities International has organized conferences in Russia, China, and Japan, and has supported Summit of the Americas follow-up fora in Uruguay and Dominican Republic.

In addition, SCI sponsors its Annual Awards Program, which recognizes the outstanding achievements of its members during a special ceremony at the SCI Annual Conference.

Sister Cities International has a more than 40-year history of leadership in promoting and supporting new sister cities partnerships in all parts of the world, reaching areas underserved by other community development organizations. Recent SCI Mayoral delegations have visited India, Indonesia, Northern Ireland, Vietnam, South Africa and Brazil.

### **A Unique Model of Community Partnership**

Sister Cities International is one within the global network of internationally recognized outreach programs. In every region of the world sister cities (also known as "twin cities," "friendship cities," "partner cities") play a significant role in supporting long-term community development through reciprocal exchange programs. As both urbanization and decentralization are growing worldwide, city-to-city assistance programs are increasing in importance to overall global development.

Sister city, county and state affiliations between the United States and other nations began shortly after World War II, and developed into a national initiative when President Dwight D. Eisenhower proposed the People-to-People Program at a White House Conference in 1956. Originally housed as part of the National League of Cities, SCI became a separate, nonprofit corporation in 1967 due to the tremendous growth and popularity of the U.S. program. President Eisenhower's intention was to involve people and organized groups at all levels of our society in personal citizen diplomacy, with the hope that people-to-people relationships, fostered through sister city, county and state affiliations, would lessen the chance of future world conflicts. To this day, Japan and Germany represent the largest number of sister city affiliations by country.

Sister Cities International staff in Washington, D.C. coordinates and serves an expansive network of dedicated city officials and volunteers. This structure includes:

- *Community Volunteers*, who are members of the local sister city programs and represent the vast volunteer network which numbers in the hundreds of thousands; and
- *Mayors and State and Local Government Officials*, who represent over 1,200 cities, counties, and states throughout the United States; and
- *Board of Directors and State Coordinators*, who serve in a voluntary capacity and provide program development assistance as field staff to local level sister city committees within their states.



## **Programs**

Experienced with creating and administering programs for its national membership, SCI assists local sister cities programs in serving as models of citizen activism, mobilizing city professionals, business people, and volunteers to address community needs, and working with the private and public sectors to secure resources to meet those needs.

In recent years, SCI has administered programs ranging from exchanging youth and educators from sister schools to professional internships focusing on volunteerism, aging population, media management, environmental, and public safety issues.

The program areas SCI supports are:

- Arts, Education, & Cultural Exchange
- Economic, Business & Community Development
- Health, Environment & Technology
- Media Management/Independent Press
- Municipal Training & Community Problem-Solving
- Strengthening Civil Society
- Youth Leadership Development

Sister Cities International supports projects that are culturally appropriate, economically viable, environmentally sound, and socially just. SCI strives to ensure that each project undertaken by its members will reflect the diversity of its network. Specifically, SCI promotes the inclusion of ethnic and racial minorities, people with disabilities, youth, women, and people of diverse socio-economic status in all sister cities activities.

## **Publications/Web Media**

Sister Cities International publishes periodic publications highlighting individual programs and issues of interest to the global community; annual issues of the *SCI Directory*, which lists all sister cities, counties, states and/or their equivalent; and detailed guides on program development, practical training, teacher and youth exchange, fundraising and proposal writing. SCI also offer three free electronic list services to keep members updated on SCI activities: Youth, General (sister cities discussion) and Announce (advisories of upcoming events, grant opportunities, etc.) And the SCI Web site is a tremendous resource, with vital links to the international community, as well as sister cities news, such as a list of cities seeking partners and upcoming events. Visit us at <[www.sister-cities.org](http://www.sister-cities.org)>.

## **Sister Cities Supporters**

Sister Cities International and its network is grateful for the continuing support of its member cities, counties, states; the United States Information Agency (USIA), Office of Citizen Exchanges, and the United States Agency for International Development (USAID) and their missions and posts worldwide. Sister Cities International also appreciates the support of its partners and international counterparts, and SCI's corporate, individual, and organizational members and sponsors.

Sister Cities International seeks corporate, individual, and organizational members and sponsors to support programs serving the growing, dynamic sister cities network.

## Partners

ABCO-100

**Alliance for International Educational  
and Cultural Exchange**

Center for War, Peace, and the News  
Media (New York University)

## Departures International

# I\*EARN

**Institute for International Sport**

**Institute for War and Peace Reporting**

**Mobility International USA**

National Institute of Urban Affairs

## National League of Cities

**National Organization on Disability**

## The GLOBE Program

**The Japan Foundation Center for Global Partnership**

## The Laurasian Institution

The World Bank World Links for Development

United Nations Development Programme

United States Baltic Foundation

United States Health &amp; Human Services

## Administration on Aging

United States Peace Corps

### **International Counterparts**

Association of Nicaraguan Municipalities  
Association of Polish Cities  
Association of Rhodopi Municipalities  
(Bulgaria)  
Association of Ukrainian Cities  
Australia Sister Cities Association  
Council of Local Authorities for  
International Relations (Japan)  
European Commission Secretariat-  
General  
INIFOM (Nicaragua)  
Inter-Indonesian Municipalities  
Organization  
Korean Local Authorities Foundation  
For International Relations

### **Collaborating Organizations**

Academy for Educational Development  
ACTR/ACCELS  
American International Health Alliance  
Association for International Practical  
Training  
Bonn International Center for  
Conversion  
Delphi International  
Equal Exchange  
Eurasia Foundation  
Foundation for the Future of Youth  
Fulbright Association  
Global Relief International  
Institute of International Education  
International Research and Exchanges  
Board  
International Union of Local Authorities  
Internews  
ISAR

### **Corporate Members and Sponsors**

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Bay Bank (Massachusetts)  
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Carlson Wagonlit Travel  
CEDAR Corporation (Wisconsin)

New Zealand Sister Cities  
Philippines International Sisterhood and  
Twinning Association, Inc.  
Sister Cities International of Mexico  
Sister Cities International: Brazil  
Sister Cities International: Dominican  
Republic  
The Chinese Peoples Association for  
Friendship With Foreign Countries  
The Local Government International  
Bureau: United Kingdom  
The Vietnam-USA Society  
Twin Cities International Association  
(Russia)  
Union of Local Authorities: Israel

Japan Center for International  
Exchange  
Meridian International Center  
National Association of Secondary  
School Principals  
National Council for International  
Visitors  
National Geographic Society, KidsNet  
National Institute of Urban Affairs of  
India  
Partners of the Americas  
People to People International  
Program Against Micronutrient  
Malnutrition  
State of the World Forum  
The Asia Foundation  
United Nations Environment  
Programme  
United States Conference of Mayors  
World Learning, Inc.

City of Menomonie, Wisconsin  
Delta Airlines  
Diagnostic Specialties (New Jersey)  
Eastman Kodak Co.  
Federal Express  
Franciscan Skemp Healthcare  
(Wisconsin)

Gundersen Lutheran Hospital  
(Wisconsin)  
Johnson & Johnson  
Levi Strauss & Co.  
Lufthansa German Airlines  
Northern States Power Company  
(Wisconsin)  
R.S. Aviation (Florida)  
The Coca-Cola Company  
The Reader's Digest Assn, Inc.  
Toyota Motor Sales USA, Inc.  
U.S.-China Travel Service, Inc.  
University of Wisconsin-Stout  
Waste Management, Inc.

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| Alameda        | Arita-Machi, Japan<br>Lidingo, Sweden   |
| Alameda County | Taoyuan County, Taiwan, China   |
| Alhambra       | Hsin Chuang City, China<br>Sanya, China   |
| Anaheim        | Mito, Japan<br>Vitoria-Gasteiz, Spain   |
| Antioch        | Chichibu, Japan<br>Lazaro Cardenas, Mexico  |
| Arcadia        | Newcastle, Australia<br>Tripolis, Greece  |
| Azusa          | Zacatecas, Mexico   |
| Bakersfield    | Partizan District, Minsk, Belarus<br>Wakayama, Japan  |
| Baldwin Park   | Valle De Bravo, Mexico  |
| Bellflower     | Los Mochis, Mexico  |
| *Belmont       |   |
| Berkeley       | Gao, Mali<br>Dmitrov, Russia<br>Juigalpa, Nicaragua<br>Sakai, Japan<br>San Antonio Los Ranchos, El Salvador |
| Beverly Hills  | Acapulco, Mexico<br>Cannes, France  |

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| <b>Big Bear Lake</b>     | Abtenau, Austria   |
| <b>Brea</b>              | Hanno, Japan<br>Lagos De Moreno, Mexico                            |
| <b>Brisbane</b>          | Brisbane, Australia  |
| <b>Burbank</b>           | Gaborone, Botswana<br>Inchon, Korea<br>Ota, Japan<br>Solna, Sweden |
| <b>Burlingame</b>        | Cuernavaca, Mexico   |
| <b>Calipatria</b>        | Jericho, Palestine Authority                                       |
| <b>Campbell</b>          | Keelung City, China  |
| <b>Canoga Park</b>       | Taxco, Mexico  |
| <b>Carlsbad</b>          | Futtsu, Japan<br>Karlovy Vary, Czech Republic                      |
| <b>Carmel by the Sea</b> | Petra, Spain   |
| <b>Carson</b>            | Soka, Japan<br>Wanju-Gun, Korea                                    |
| <b>Cerritos</b>          | Loreto, Mexico<br>Tapetinga, Brazil                                |
| <b>Chino</b>             | San Juan Del Rio, Mexico   |
| <b>Chula Vista</b>       | Irapuato, Mexico<br>Odawara, Japan                                 |
| <b>Claremont</b>         | Guanajuato, Mexico   |

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| <b>Colton</b>             | Cananea, Mexico  |
| <b>Compton</b>            | Kaduna, Nigeria<br>Puebla, Mexico<br>Suwon, Korea<br>Zhongyuan District, China |
| <b>Concord</b>            | Kitakami, Japan  |
| <b>Covina</b>             | Xalapa, Mexico   |
| <b>Crescent City</b>      | Waitara, New Zealand   |
| <b>Cudahy</b>             | Arizpe, Mexico   |
| <b>Culver City</b>        | Iri City, Korea<br>Kaizuka, Japan<br>Lethbridge, Canada                        |
| <b>Cupertino</b>          | Ivrea, Italy<br>Péreslavl-Zalessky, Russia<br>Toyokawa, Japan                  |
| <b>Davis</b>              | Qufu, China - Uman, Ukraine  |
| <b>Delano</b>             | Arita, Japan<br>Asti, Italy<br>Jacona, Mexico<br>Kalibo, Philippines           |
| <b>Del Mar</b>            | Winsborough Green, England   |
| <b>Desert Hot Springs</b> | Courtenay, Canada<br>Yeroham, Israel   |
| <b>*Diamond Bar</b>       |  |
| <b>Dinuba</b>             | Malsch, Germany  |

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| Downey     | Guadalajara, Mexico          |
|            | Valle De San Quintin, Mexico |
| El Cajon   | Goulburn, Australia          |
|            | Municipio De Comondu, Mexico |
|            | Sulzfeld, Germany            |
| El Monte   | Marcq-En-Baroeul, France     |
|            | Zamora De Hildago, Mexico    |
| El Segundo | Guaymas, Mexico              |
| Encinitas  | Hondo, Japan                 |
| Encino     | Puerto Vallarta, Mexico      |
| Escondido  | Maebaru, Japan               |
| Eureka     | Kamisu, Japan                |
| Fairfield  | Nirasaki, Japan              |
| Fontana    | Kamloops, Canada             |
| Foster     | Fushun, China                |
| Fremont    | Fukaya, Japan                |
|            | Horta, Azores, Portugal      |
|            | Jaipur, India                |
|            | Lipa City, Philippines       |
|            | Playford, Australia          |
|            | Puerto Penasco, Mexico       |
| Fresno     | Afula, Israel                |
|            | Kochi, Japan                 |
|            | Lahore, Pakistan             |



|               |                            |
|---------------|----------------------------|
|               | Morogoro, Tanzania         |
|               | Moulmein, Myanmar          |
|               | Munster, Germany           |
|               | Telpaneca, Nicaragua       |
|               | Torreon, Mexico            |
|               | Zhambyl, Kazakhstan        |
| Fullerton     | Fukuï, Japan               |
|               | Morelia, Mexico            |
| Garden Grove  | Anyang, Korea              |
| Gardena       | Huatabampo, Mexico         |
|               | Ichikawa, Japan            |
|               | Rosario, Mexico            |
| Gilroy        | Monticelli D'ongina, Italy |
|               | Saint Clar, France         |
|               | Takko-Machi, Japan         |
| Glendale      | Higashiosaka, Japan        |
|               | Tlaquepaque, Mexico        |
| Glendora      | Merida, Mexico             |
| Gonzales      | Dzidzantun, Mexico         |
| Grass Valley  | Bodmin, England            |
| Gridley       | Tepuke, New Zealand        |
| Grover Beach  | Tamsui Township, China     |
| Half Moon Bay | Kariwa, Japan              |
| Hanford       | Setana, Japan              |

|                  |                             |
|------------------|-----------------------------|
| Hayward          | Faro, Portugal              |
|                  | Funabashi, Japan            |
|                  | San Felipe, Mexico          |
| *Healdsburg      |                             |
| Henet            | Cootamundra, Australia      |
|                  | Ebeltoft, Denmark           |
|                  | Kushimoto, Japan            |
| Hercules         | Tsushima, Japan             |
| Hermosa Beach    | Loreto, Mexico              |
| Hollister        | Takino, Japan               |
| Holtville        | Chiangchung Hsiang, China   |
| Huntington Beach | Anjo, Japan                 |
|                  | Waitakere City, New Zealand |
| Indio            | Gafsa, Tunisia              |
| Inglewood        | Bo, Sierra Leone            |
|                  | Pedavena, Italy             |
|                  | Port Antonio, Jamaica       |
| Irvine           | Hermosillo, Mexico          |
|                  | Tsukuba, Japan              |
|                  | Yongin, Korea               |
| Irwindale        | Salvatierra, Mexico         |
| Kerman           | Kannami, Japan              |
| Kingsburg        | Sunne, Sweden               |

|                   |   |
|-------------------|---|
| <b>La Habra</b>   | San Miguel de Allende, Mexico<br>Tehuantepec, Mexico  |
| <b>La Mirada</b>  | Isehara-Shi, Japan  |
| <b>La Verne</b>   | Acambaro, Mexico  |
| <b>Lafayette</b>  | Langeac, France   |
| <b>Lawndale</b>   | Cagayan De Oro, Philippines   |
| <b>Lindsay</b>    | Ono, Japan  |
| <b>Livermore</b>  | Quezaltenango, Guatemala<br>Yotsukaido, Japan   |
| <b>Livingston</b> | Wakami-Machi, Japan   |
| <b>Lodi</b>       | Kofu, Japan - Lodi, Italy   |
| <b>Loma Linda</b> | Manipal, India  |
| <b>Lompoc</b>     | Inca, Spain<br>Namwon, Korea  |
| <b>Lomita</b>     | Takaishi, Japan   |
| <b>Long Beach</b> | Bacolod, Philippines<br>Calcutta, India<br>Meru, Kenya<br>Phnom Penh, Cambodia<br>Pohang, Korea<br>Qindao, China<br>San Jose Del Cabo, Mexico<br>Sochi, Russia<br>Valparaiso, Chile |

|                 |  |
|-----------------|--|
|                 | Yokkaichi, Japan   |
| Los Alamitos    | Dawson Creek, Canada   |
| Los Altos       | Greater Bendigo, Australia<br>Shin Lin District, China<br>Syktyvkar Region, Russia   |
| Los Angeles     | Athens, Greece<br>Auckland, New Zealand<br>Berlin, Germany<br>Bordeaux, France<br>Eilat, Israel<br>Giza, Egypt<br>Guangzhou, China<br>Jakarta, Indonesia<br>Kaunas, Lithuania<br>Lusaka, Zambia<br>Makati, Philippines<br>Mexico City, Mexico<br>Mumbai, India<br>Nagoya, Japan<br>Pusan, Korea<br>St. Petersburg, Russia<br>Salvador, Brazil<br>Split, Croatia<br>Taipei Municipality, Taiwan, China<br>Tehran, Iran<br>Vancouver, Canada |
| Los Banos       | Cosala, Mexico   |
| Los Gatos       | Chung Ho City, China   |
| Lynwood         | Talpa, Mexico  |
| Manhattan Beach | Santa Rosalia, Mexico  |

|                      |  |
|----------------------|--|
| <b>Marin County</b>  | <b>Devon County, England</b>   |
| <b>Marina</b>        | <b>Tongduchon, Korea</b>   |
| <b>Martinez</b>      | <b>Dunbar, Scotland</b><br><b>Hanchuan, China</b><br><b>Milazzo, Italy</b>   |
| <b>Marysville</b>    | <b>Pei-Kang Township China</b>   |
| <b>Mendocino</b>     | <b>Miasa, Japan</b>  |
| <b>Merced</b>        | <b>Albury, Australia</b><br><b>Somoto, Nicaragua</b>   |
| <b>Millbrae</b>      | <b>La Serena, Chile</b><br><b>Mosta, Malta</b>   |
| <b>Milpitas</b>      | <b>Kukizaki, Japan</b>   |
| <b>Modesto</b>       | <b>Aguascalientes, Mexico</b><br><b>Khmelnitskii, Ukraine</b><br><b>Kurume, Japan</b><br><b>Vernon, Canada</b><br><b>Vijayawada, India</b> |
| <b>*Montclair</b>    |  |
| <b>Montebello</b>    | <b>Ashiya, Japan</b><br><b>El Rosario, Mexico</b>  |
| <b>Monterey</b>      | <b>Nanao-Shi, Japan</b>  |
| <b>Monterey Park</b> | <b>Laoag, Philippines</b><br><b>Nachikatsuura, Japan</b><br><b>Quanzhou, China</b><br><b>Yungho City, China</b>                            |

**\*Morgan Hill**

**Mountain View** Hasselt, Belgium  
Iwata, Japan

**\*Murietta**

**Napa** Iwanuma, Japan

**Napa Valley** Casablanca Valley, Chile  
Telavi Region, Georgia

**National City** Tecate, Mexico

**Nevada City** Penzance, England  
Tixtla De Guerrero, Mexico

**Newark** Newark, England

**Newport Beach** Antibes, France,  
Cabo San Lucas, Mexico  
Okazaki, Japan  
Vung Tow City, Vietnam  
Yuso City, Korea

**Norwalk** Hermosillo, Mexico

**Oakland** Dalian, China  
Fukuoka, Japan  
Nakhodka, Russia  
Ocho Rios, Jamaica  
Sekondi Takoradi, Ghana

**Oceanside** Ensenada, Mexico  
Fuji, Japan

|             |                                |
|-------------|--------------------------------|
|             | Kisarazu, Japan                |
|             | Pago Pago, Samoa               |
| Ojai        | Alamos, Mexico                 |
| Ontario     | Brockville, Canada             |
|             | East Coast Bays, New Zealand   |
|             | Guamuchil, Mexico              |
|             | Morocito, Mexico               |
|             | Winterthur, Switzerland        |
| Orange      | Novo Kosino, Moscow, Russia    |
|             | Orange, Australia              |
|             | Orange, France                 |
|             | Queretaro, Mexico              |
|             | Timaru, New Zealand            |
| Orinda      | Tabor, Czech Republic          |
| Oxnard      | Ocotlan, Mexico                |
| Pacifica    | Balaguer, Spain                |
| Palmdale    | Poncitlan, Mexico              |
| Palm Desert | Gisborne, New Zealand          |
|             | Osoyoos, Canada                |
| Palo Alto   | Albi, France                   |
|             | Enschede, Netherlands          |
|             | Linkoping, Sweden              |
|             | Oaxaca, Mexico                 |
|             | Palo, Philippines              |
| Paramount   | Tepic, Mexico                  |
| Pasadena    | Jarvenpaa, Finland             |
|             | Ludwigshafen Am Rhein, Germany |

|               |   |
|---------------|---|
|               | Mishima, Japan                                |
|               | Vanatzor, Armenia                             |
|               | Xiching District, Beijing Municipality, China |
| Pico Rivera   | San Luis Potosí, Mexico                       |
| Placentia     | Tlaquepaque, Mexico                           |
| Placerville   | Warabi, Japan                                 |
| Pleasant Hill | Chilpancingo, Mexico                          |
| Pleasanton    | Blairgowrie, Scotland                         |
|               | Tulancingo, Mexico                            |
| Pomona        | Monterrey, Mexico                             |
| Porterville   | La Barca, Mexico                              |
|               | Mikkabi, Japan                                |
| Redlands      | Hino, Japan                                   |
|               | Inverness, Scotland                           |
|               | San Miguel de Allende, Mexico                 |
| Redondo Beach | Ensenada, Mexico                              |
|               | La Paz, Mexico                                |
| Redwood City  | Colima, Mexico                                |
|               | Zhuhai, China                                 |
| Rialto        | Pinaflor, Chile                               |
| Richmond      | Shimada, Japan                                |
|               | Zhoushan, China                               |
| Ridgecrest    | Tepatitlan, Mexico                            |



|                |   |
|----------------|---|
| Ripon          | Sakurajima, Japan   |
| Riverside      | Cuautla, Mexico<br>Ensenada, Mexico<br>Jiangmen, China<br>Kangnam-Gu, Korea<br>Sendai, Japan  |
| Rohnert Park   | Hashimoto, Japan<br>Tagaytay, Philippines   |
| Rosemead       | Zapopan, Mexico   |
| Roseville      | Chignahuapan, Mexico  |
| Runuig Springs | Cranzahl, Germany   |
| Sacramento     | Chisinau, Molodva<br>Hamilton, New Zealand<br>Jinan, China<br>Liestal, Switzerland<br>Manila, Philippines<br>Matsuyama, Japan<br>Yongsan-Gu, Korea  |
| Salinas        | Cebu, Philippines<br>Kushikino, Japan   |
| San Bernardino | Herzliyya, Israel<br>Ile-Ife, Nigeria<br>Mexicali, Mexico<br>Roxas, Philippines<br>Tachikawa, Japan<br>Tauranga, New Zealand<br>Villahermosa, Mexico<br>Yushu, China<br>Zavolzhie, Russia |

|               |  |
|---------------|--|
| San Bruno     | Narita, Japan  |
| San Carlos    | Croydon, Australia   |
| San Clemente  | San Clemente Del Tuyu, Argentina   |
| San Diego     | Alcala De Henares, Spain<br>Campinas, Brazil<br>Cavite City, Philippines<br>Chonju, Korea<br>Edinburgh, Scotland<br>Leon, Mexico<br>Perth, Australia<br>Taichung City, China<br>Tema, Ghana<br>Tijuana, Mexico<br>Vladivostok, Russia<br>Warsaw Province, Poland<br>Yantai, China<br>Yokohama, Japan |
| San Francisco | Abidjan, Ivory Coast<br>Assisi, Italy<br>Caracas, Venezuela<br>Cork, Ireland<br>Esteli, Nicaragua<br>Haifa, Israel<br>Ho Chi Minh City, Vietnam<br>Manila, Philippines<br>Osaka, Japan<br>Seoul, Korea<br>Shanghai, China<br>Sydney, Australia<br>Taipei Municipality, China<br>Thessaloniki, Greece |
| San Gabriel   | Celaya, Mexico   |

|               |   |
|---------------|---|
|               | Changhua City, China                      |
| San Jacinto   | Zhukovsky, Russia                         |
| San Jose      | Dublin, Ireland                           |
|               | Ekaterinburg, Russia                      |
|               | Okayama, Japan                            |
|               | Pune, India                               |
|               | San Jose, Costa Rica                      |
|               | Tainan City, Taiwan, China                |
|               | Veracruz, Mexico                          |
| San Marino    | San Marino, San Marino                    |
| San Mateo     | San Pablo, Philippines                    |
|               | Toyonaka, Japan                           |
|               | Varde, Denmark                            |
| San Pablo     | Manzanillo, Mexico                        |
| San Pedro     | Koniza, Croatia                           |
| *San Ramon    |   |
| San Rafael    | Chiangmai, Thailand                       |
|               | Falkirk, Scotland                         |
|               | Lonate Pozzolo, Italy                     |
|               | San Rafael, Nicaragua                     |
| Santa Ana     | Santa Ana, El Salvador                    |
|               | Tecate, Mexico                            |
| Santa Barbara | Cuzco, Peru                               |
|               | Palma De Majorca, Balearic Islands, Spain |
|               | Puerto Vallarta, Mexico                   |
|               | Toba, Japan                               |
|               | Weihai, China                             |
|               | Yalta, Ukraine                            |

|                           |   |
|---------------------------|---|
| <b>Santa Clara</b>        | Coimbra, Portugal<br>Izumo, Japan   |
| <b>Santa Clara County</b> | Florence Province, Italy  |
| <b>*Santa Clarita</b>     |   |
| <b>Santa Cruz</b>         | Alushta, Ukraine<br>Jinotepe, Nicaragua<br>Puerto La Cruz, Venezuela<br>Santa Cruz of Tenerife, Canary Islands, Spain<br>Sestri Levante, Italy<br>Shingu, Japan |
| <b>Santa Fe Springs</b>   | Navojoa, Mexico,<br>Tirschenreuth, Germany  |
| <b>Santa Maria</b>        | Santa Maria, Spain  |
| <b>Santa Monica</b>       | Hamm, Germany<br>Fujinomiya, Japan<br>Ville D'avray, France<br>Mazatlan, Mexico   |
| <b>Santa Paula</b>        | Ciudad Obregon, Mexico  |
| <b>Santa Rosa</b>         | Cherkasy, Ukraine<br>Pukcheju County, Korea   |
| <b>Saratoga</b>           | Muko, Japan   |
| <b>*St. Helena</b>        |   |
| <b>Sausalito</b>          | Sakaide, Japan<br>Viña Del Mar, Chile   |

|                     |   |
|---------------------|---|
| Scotts Valley       | Nichinan-Cho, Japan   |
| Seal Beach          | Todos Santos, Mexico  |
| Seaside             | Irigia, Philippines   |
| Sebastopol          | Chihirin, Ukraine<br>Yamauchi, Japan  |
| Selma               | Manly, Australia  |
| Signal Hill         | Maneadero, Mexico<br>Tula, Mexico   |
| Solana Beach        | Playa Rosarito, Mexico  |
| Sonoma              | Chambolle Musigny, France<br>Greve, Italy<br>Kaniv, Ukraine<br>Patzcuaro, Mexico          |
| South El Monte      | Gomez Palacio, Mexico   |
| South Lake Tahoe    | Baikalsk, Russia  |
| South San Francisco | Atotonilco, Mexico<br>Kishiwada, Japan<br>Lucca, Italy<br>Pasig City, Philippines         |
| Stanton             | Chapala, Mexico   |
| Stockton            | Empalme, Mexico<br>Foshan, China<br>Iloilo, Philippines<br>Parma, Italy<br>Shimizu, Japan |

|                                 |   |
|---------------------------------|---|
| Studio City                     | Ajijic, Mexico  |
| Temecula                        | Nakayama-Cho, Japan<br>Voorburg, Netherlands  |
| Temple City                     | Hawkesbury Shire, Australia<br>Magdalena, Mexico  |
| Thousand Oaks                   | Spitak, Armenia   |
| Torrance                        | Kashiwa, Japan  |
| Tracy                           | Memuro, Japan   |
| Tulare                          | Angra Do Heroismo,<br>Azores, Portugal<br>Inverell, Australia                                       |
| Tustin                          | Matamata, New Zealand   |
| Twentynine Palms<br>*Union City | Bad Schandau, Germany   |
| Upland                          | Caborca, Mexico<br>Mildura, Australia   |
| Vallejo                         | Akashi, Japan<br>Bagamoyo, Tanzania<br>Baguio, Philippines<br>La Spezia, Italy<br>Trondheim, Norway |
| *Vernon                         |   |
| Visalia                         | Miki, Japan<br>Putignano, Italy   |

Walnut Creek      Noceto, Italy  
                         Siofok, Hungary

\*Waterford

Watsonville      Kamakami-Mura, Japan

\*West Hollywood

Whittier      Changshu, China

Woodland Hills      Chichicastenango, Guatemala  
                         Mulege, Mexico

Yorba Linda      Huaiyin, China

Yuba City      Fujishiro, Japan

CITY OF SAN DIEGO, CALIFORNIA  
**COUNCIL POLICY**

**CURRENT**

SUBJECT: SISTER CITY PROGRAM TRAVEL BY COUNCIL MEMBERS  
POLICY NO.: 000-14  
EFFECTIVE DATE: September 26, 1972

BACKGROUND:

The Sister City program originated in 1958 as a result of a request of President Eisenhower for cities to participate as part of his program on international relations for the purpose of aiding in the development of mutual understanding between cities of free countries. One facet of the program was furthering economic and cultural cooperation and interchange between the participating entities. The City of San Diego established its first Sister City relationship with Yokohama, Japan, on March 11, 1958, to achieve the above-stated objective through the sponsorship of cultural exchanges and goodwill visits. Since that date, at the recommendation and with concurrence of the International Affairs Board, The City of San Diego has established additional sister City ties with the cities of Leon in the Republic of Mexico on July 29, 1969, and Cavite City in the Philippine Islands on September 11, 1969, to provide a continuing program of international municipal interchange which will be mutually beneficial to good relations and understanding.

PURPOSE:

It is the intention of the City Council to provide by this policy a set of uniform guidelines to govern travel by Council members in furthering the objectives of the Sister City program of The City of San Diego and to establish procedures for processing authorization to travel and reimbursement of expenses incurred therein.

POLICY:

1. It is the policy of The City of San Diego that all travel in connection with the Sister City program shall be in furtherance of the stated objectives of said program as set forth in the Council actions establishing the Sister City relationships.
2. Authorization of Sister City travel and appropriation of sufficient funds to cover the authorized trips shall be accomplished as part of the annual budgetary process and shall be included in the annual travel program. Justification for travel should contain specific objectives to be achieved by the requested trip.
3. The Council shall have the discretion, upon approval of said Sister City travel, to determine an appropriate number of days to be allocated to the requested trip and shall appropriate funds sufficient to cover first class round-trip travel costs to the designated Sister City for the Council member, plus a reasonable per diem allowance to defray expenses during the official visit.
4. The Council shall select from among its members those persons who shall be authorized to



CITY OF SAN DIEGO, CALIFORNIA  
COUNCIL POLICY

CURRENT

perform Sister City travel. The procedure for selection shall be determined by the Council and designation of specific representatives shall be made during budget sessions, giving consideration to seniority, availability, and other criteria as established from time to time by the Council.

5. In the event the Council member selected desires to take additional vacation and perform further travel in conjunction with a Sister City trip, authorization for such absence shall be effected by separate formal resolution of the Council. No funds shall be appropriated nor shall any expenses be incurred or reimbursed by The City of San Diego for such additional travel by any Council member.

HISTORY:

Adopted by Resolution R-206597 09/26/1972

## NEW AND OLD BUSINESS (continued)

**Review of 2001 City Council/Redevelopment Agency meeting dates and possible rescheduling of dates conflicting with holidays and/or other events.**

**MOTION:** Following a brief discussion, Councilwoman Kappe moved the City Council approve the following alternate City Council meeting dates for the 2001 calendar:

|            |                    |            |                   |
|------------|--------------------|------------|-------------------|
| Tuesday,   | January 9, 2001    | in lieu of | January 11;       |
| Wednesday, | March 7, 2001      | in lieu of | March 8;          |
| Monday,    | July 23, 2001      | in lieu of | July 26;          |
| Monday,    | September 10, 2001 | in lieu of | September 13; and |
| Tuesday,   | November 20, 2001  | in lieu of | November 22.      |

The motion was seconded by Councilman Barrows and carried unanimously.

### Consideration of a Policy for Sister Cities

Assistant to the City Manager Matsumoto provided the following for Council consideration: background information regarding Cerritos' Sister City relationships; an analysis of survey information with regard to Sister City programs in area communities, including selection criteria and travel policy; and the recommended application procedure for Sister City recognition in Cerritos. At the request of the Council, the City Manager addressed the City's prior involvement with the Sister Cities International Program.

Interested parties were invited to address the City Council on this item.

Jim Weisenberger, Cerritos resident, provided background information regarding the development of Cerritos' Sister City relationship with Loreto, Baja California, Mexico, in association with the Friends of Loreto Foundation. He addressed the Foundation's charter provisions, membership composition and scope of work. Mr. Weisenberger suggested elements to be considered in developing a Sister City policy and expressed a willingness to assist interested groups with the application procedure for Sister City recognition.

There were no other speakers and the public comments segment was closed.

Discussion followed regarding the feasibility of implementing a Sister City program, including elements relating to travel costs; a limitation on the number of Sister City relationships; and Sister City recognition through community organizations.

**\*Final Action - Sister Cities Policy** - **MOTION:** Councilman Barrows moved to direct staff to draft and bring back to the City Council a Sister City program policy. The motion was seconded by Councilwoman Kappe and carried unanimously.

## NEW AND OLD BUSINESS (continued)

**MOTION:** Mayor Hughlett moved to adopt the application procedure for Sister City recognition with the City of Cerritos as presented and recommended in the staff report dated August 21, 2000. The motion was seconded by Councilwoman Kappe and carried by the following vote:

|          |                 |                     |
|----------|-----------------|---------------------|
| AYES:    | Councilmembers: | Hu, Kappe, Hughlett |
| NOES:    | Councilmembers: | Barrows, Bowlen     |
| ABSENT:  | Councilmembers: | None                |
| ABSTAIN: | Councilmembers: | None                |

Councilman Barrows and Mayor Pro Tem Bowlen expressed a preference to postpone approval of the application procedures pending adoption of a Sister City program policy.

## CITY COUNCIL COMMUNICATIONS/COMMITTEE REPORTS

The Chair suggested a meeting of the City Council School District Liaison and ABC Unified School District Board Committees.

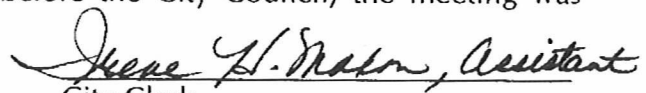
Councilman Barrows addressed increased incidences of graffiti and suggested staff provide, as a future agenda item, an update on the Rose Street improvement project bid process. Staff provided clarification with respect to the compilation of graffiti removal statistics.

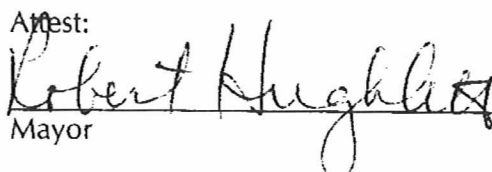
**CONSENSUS:** Following discussion, it was the consensus of the Council to identify graffiti removal as a future agenda item.

Councilman Barrows referenced San Diego's City Council Policy Manual and suggested staff provide a similar compilation of City Council policies. It was suggested that a study session be held to evaluate the potential scope of a Council policy compilation project.

## ADJOURNMENT

There being no further business to come before the City Council, the meeting was adjourned at 11:00 p.m.

  
City Clerk

Attest:  
  
Mayor

Approved: September 14, 2000

## APPLICATION PROCEDURE FOR SISTER CITY RECOGNITION WITH THE CITY OF CERRITOS

A Cerritos based community organization may apply to the City of Cerritos to establish a Sister City relationship if the following conditions are met:

1. A letter of request is submitted to the City Council which defines its relationship to the proposed Sister City and outlines its goals and objectives in this relationship. The goals and objectives should include the following:
  - To develop community partnerships between U.S. cities, counties, states and similar jurisdictions in other nations;
  - To create opportunities for city officials and citizens to experience and explore other cultures through long-term community partnerships;
  - To create an atmosphere in which economic and community development will be implemented and strengthened;
  - To stimulate environments through which communities will creatively learn, work and solve problems together through reciprocal cultural, educational, municipal, business, professional, and technical exchanges and projects; and
  - To collaborate with organizations in the United States and other cities that have similar goals.
2. A reciprocal Letter of Intent from the proposed Sister City should accompany the application outlining their organization and proposed goals and objectives.
3. The local sponsoring organization will file within 120 days as a non-profit organization and obtain a tax exempt 501(c)(3) status. The Charter of the non-profit organization should be specific to the Sister City Goals and Objectives. The organization should be organized and based within the City of Cerritos.
4. A membership list of all officers and members of the Cerritos based community organization shall be submitted to the City. The membership must be open to all community members and consist of a majority (51%) of Cerritos residents in compliance with established policy.

In the event that a community group is not a formally established association or organization, then the City Council may accept a Letter of Intent from the sponsoring individual(s) which stipulates that it can fulfill the obligations set forth above within 120 days.

The City Council will review and approve each application for Sister City recognition.