

AGENDA ITEM # _____

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City of Madison, Wisconsin

SECOND AMENDED
A RESOLUTION _____

Establishing a Sister City Selection Policy

Presented 3-1-88
Referred CCOC

Rereferred CCOC (3-15); CCOC + CC
6-7-88; CCOC (6-7) (7-19)

Reported Back 3-15; 5-3; 6-7; 7-19;
9-6-88;

Adopted ✓ POF _____
Rules Susp. _____ Tabled _____
Public Hearing _____

Drafted by: Laura Pollick, Alds. J. Olson
and Szwaja

Date: 8-19-88

Fiscal Note:

APPROVAL OF FISCAL NOTE IS NEEDED
BY THE COMPTROLLER'S OFFICE
Approved by _____
Comptroller's Office

SPONSORS: Mayor F. Joseph Sensenbrenner, Jr.
Alds. J. Olson, Galanter, Szwaja

Second Amended
RESOLUTION NO. 44,907
FILE NUMBER 2567
ID _____

WHEREAS, Madison has established and supports Sister City relationships in the belief that person-to-person ties are the strongest; and

WHEREAS, in seeking to work for peace and better understanding of all cultures, these Sister City relationships are created to develop lasting friendships on the human level and to provide a forum to exchange our ideas and views; and

WHEREAS, Madison seeks the support of its citizens for developing and further establishing Sister City relationships;

NOW, THEREFORE, BE IT RESOLVED that the policy of the Madison Sister City Program states that in the selection of future sister cities the following criteria should be followed as guidelines:

1. There should exist areas of mutual interest and involvement with the prospective city in the areas of culture, business, technology, education, agriculture, sports or humanitarian goals.
2. There should be evidence of strong, diverse, local community support for the prospective Sister City relationship in order to assure an adequate financial base and ongoing interest in exchanges. There should be an active local organization to support and commit to the creation of a committee and its work. The committee must meet the following conditions prior to consideration of the proposed sister city:
 - a. The committee shall have a formal structure with officers and appropriate subcommittees.
 - b. The committee shall submit to the Mayor's office a work plan, accompanying the proposed resolution requesting an official Sister City relationship, showing how the activities of the committee will further the objectives of the Sister City Program for the next 12 months, as well as a report on all the activities the committee has been involved in during the previous 12 months.

- c. The committee must present to the Mayor's office a budget for the first year's activities following the request for a formal affiliation, showing the funds available to meet the budget requirements and indicating how the committee plans to fund its activities in the future.
 - d. In addition to a. and b. above, the committee shall provide an annual report to the Mayor's office at the end of each calendar year detailing the past year's activities and budget.
 - e. There shall be a counterpart organization in the prospective sister city, with which the Madison committee has corresponded and obtained a written agreement concerning affiliation; or the Madison committee must have obtained a positive written indication from the government of the foreign city that a sister city relationship would be welcome.
 - f. The committee shall apply for 501(c)(3) status from the Internal Revenue Service or become fiscally sponsored by an established non-profit organization within two years from the passing of the resolution.
3. The Mayor's office will continually evaluate the fiscal impact of Sister City affiliations and may request that the Common Council limit the total number of affiliations.
 4. Consideration shall be given to the number of existing relationships held by the prospective city.
 5. No preconditions shall be set concerning the form of government in the prospective sister city. However, concerns about human rights or other government policies may be expressed by citizens or public officials from either city when considering the prospective sister city relationship or at any other time.

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MADISON SISTER CITIES PROGRAM

City-Committee Responsibilities

Sister City Committees

- *1. Submit to the Mayor's Office minutes of committee meetings and annual budgets showing all projected receipts and expenditures. (January 1)
- *2. Submit to the Mayor's Office annual work plans/activities. As part of annual plan, provide specific plans for broad citizen participation in committee planning and trips. (January 1)
- 3. Make arrangements for all trips, activities, events, ceremonies, documents and gift selection, and assume responsibility for related expenses and payments.
- *4. Maintain expense records and submit annual revenues and expense report to the Mayor's Office. (March 1)
- *5. Provide year end activity reports.
- *6. Take steps to achieve formal status as tax exempt organization (IRS 501(c)(3) designation). A helpful resource is the IRS Madison Office, 264-5281.
- 7. Clear all requests for official functions and Mayoral or City staff appearances with the Mayor's Office.
- *8. Provide for accident insurance coverage for committee-sponsored foreign visitors. Assure that all members of Madison-sponsored delegations are also covered.

Mayor's Office

- 1. Provide annual funding for each Sister City committee as approved by the Common Council. (Fall)
- 2. Review Committee budgets and annual expense/revenue reports.
- 3. Review Committee work plans, year-end reports, and plans for citizen participation.
- 4. Determine and fund City insurance needs relative to work and travel plans.
- 5. Arrange for meetings between official delegations and City staff and/or Mayor.
- 6. Mayor will preside at official Madison-Sister City signings.
- 7. Mayor or his designee will host or attend official receptions/dinners as schedule permits.

* As required by the Common Council when approving City budget.