

**Minutes of the
CCOC SISTER CITIES GRANT REVIEW SUBCOMMITTEE
Friday, February 25, 2005
1:30
Room 103A, City-County Building**

Members Attending: Ald. Paul Van Rooy Ald. Jean MacCubbin (chair), Linda Lewis,
Mayor's Office
Members Absent: Ald. Brian Benford (excused)
Others Attending: Barbara Alvarado (Arcatao, El Salvador)

A quorum was present and Ald. MacCubbin, chair, opened the meeting at 1:40 p.m.

1. **Minutes.** On a motion by Ald. Van Rooy/Ald. MacCubbin the minutes of December 21, 2004, January 28, 2005 and February 17, 2005 were approved as written. Motion passed.
2. **Period of Public Comment:** One individual was in attendance, Barbara Alvarado, Arcatao, El Salvador Sister City. Ms. Alvarado came to speak to the subcommittee and presented their completed Annual Report for 2004 and the Application for Base Level Funding for 2005. Alvarado noted that their group did not receive the materials for this cycle and it was noted that the materials were sent electronically to all Sister City organizations. There was an incorrect address for Arcatao. Linda Lewis verified that this was the means of distribution and she too was surprised that Arcatao did not submit materials for the cycle.

After reviewing the written materials presented, Ald. Van Rooy and Ald. MacCubbin agreed that due to these circumstances, they would allow at least the granting of the base level funding of \$500, but were not interested in opening up the competitive grant portion of the program. Ald. Van Rooy noted that this seemed to be a fair process for all.

3. **Revisions to Annual Funding Recommendations:** On a motion by Ald. Van Rooy/Ald. MacCubbin to grant the base level amount of \$500 to Arcatao based on the technological situation with the distribution of this year's materials and to reduce the competitive portion of the funding recommendation by the commensurate amount.

By allowing the base level amount, this impacted the previously recommended amounts for those Sister City organizations that submitted requests for the competitive grants; the reduction would be 11.2%. Linda Lewis will prepare updated materials to be sent to the other organizations and this reduced amount will be what is recommended to CCOC. The reduced amount averaged about \$60-65. Alvarado thanked the subcommittee for this consideration. (See updated chart of recommendations attached.)

4. **Brainstorming a Process for Initial Applications.** Ald. MacCubbin provided a brief background on the sister city application process and noted that there is no initial process in place for new sistering relations, except for the resolution establishing a Sister City Selection Process, (ID 2567, adopted 9/6/88). In preparing for this Sister Cities discussion, she circulated a brief checklist that reflected the

guidelines within this resolution in items #1 and #2. She felt that a **process of informational materials** vs. another resolution or ordinance was the way to go. It was agreed that this information could become part the Sister City Grant process and would be available through the Mayor's Office for organizations desiring to create a Sister City with Madison and a prospective city. Ms. Alvarado provided input from her perspective and noted the number of inquiries that she has received with regard to why the city had a program, how it works and what does it mean for the two cities having such an agreement.

Some portions of the resolution are specific to creation of a sister city relationship, while others, like items #3 and 4 are more pertinent to the Mayor, such as requiring Sister Cities final oversight and the possibility of limiting the number of Sister City agreements that Madison may create. **All felt that this could be a process that the Mayor undertakes in creating his Executive Operating Budget.**

All agreed to prepare some informational materials, the checklist was a good start and that an Introductory Clause, copying the WHEREAS clauses of the resolution would be a good addition to the program. The Mayor's office could be the first place to visit when there is an interest in creating such a Sister City relationship.

5. **Assignments:** Ald. MacCubbin agreed to take this information and prepare the materials for CCOC. Once approved, Linda Lewis of the Mayor's Office will keep this information and possibly post to the City's web page.
6. **Review of Timelines:** The only addition was to add when the Mayor's Office would be disbursing the checks; Linda agreed post April 2005 was doable.
7. **Adjourn.** On a motion by Ald. Van Rooy/Ald. MacCubbin, the meeting adjourned at 2:40 p.m. Passed.

Recorder: Ald. Jean MacCubbin, Chair