

RESOLUTION NO. 2023-99

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA APPROVING
ADJUSTMENTS TO THE MARINA SISTER CITY PROGRAM ADOPTED ON JUNE 6,
2023; AND AUTHORIZE CITY STAFF TO SPEND APPROXIMATELY \$2,800.00 ON
HOTEL ACCOMMODATIONS FOR THE NAMWON, SOUTH KOREA SISTER CITY
DELEGATION

WHEREAS, at its June 6, 2023, meeting, the City of Marina City Council adopted the Marina Sister City Program (“MSCP”) (Exhibit A); and

WHEREAS, during the presentation of this item, several attachments were included for consideration, one of which was a chart highlighting the differences between Friendship City and Sister City under the MSCP (Exhibit B); and

WHEREAS, in preparation for the Sister City visit of delegates from Namwon, South Korea on October 12-15, 2023, efforts are being made by City staff to welcome the delegation; and

WHEREAS, adjustments to the MSCP (Exhibit C) will clarify the City’s role in covering lodging for Sister City delegation visits.

NOW, THEREFORE IT BE RESOLVED that the City Council of the City of Marina does hereby:

1. Approve the adjustments to the Marina Sister City Program adopted on June 6, 2023; and
2. Authorize City staff to spend approximately \$2,800.00 on hotel accommodations for the Namwon, South Korea Sister City Delegation.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 3rd day of October 2023 by the following vote:

AYES, COUNCIL MEMBERS: Visscher, McCarthy, Biala, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: Medina Dirksen

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

CITY OF MARINA
SISTER CITIES POLICY

DEFINITION:

The City of Marina Sister Cities Program encompasses two types of partnerships between two countries of either a Friendship City or a Sister City designation. A Friendship City is a less formal relationship that is focused on a three-year time-limited specific initiative without significant funding allocations from the City of Marina. By contrast, a Sister City relationship has an intended long-term commitment of five years and beyond by both cities that may encompass several projects over an extended period of time; such initiatives may require more planning and are associated with a need to maintain a budget for specific requests for funding from the City of Marina and other sources. Sister City applicants will identify a sponsoring 501(c)(3) organization committed to managing, coordinating and implementing activities related to their prospective cities under the Program.

A relationship is officially recognized after the elected bodies from both communities sign off on a MOU agreement to become a Friendship City or Sister City. The City of Marina can have any number of Friendship and Sister City relationships, with community involvement from volunteers, representatives from supportive community businesses, academic institutions, and 501(c)(3) nonprofit or civic organizations. Each Sister City organization is independent and can pursue activities and areas important to both jurisdictions, including cultural, educational and municipal leadership exchanges, business/trade networking, and other projects of interest under the Sister City Program.

PURPOSE:

To establish a policy governing the City of Marina's ("City") responsibilities relating to the Sister City Program ("Program"). Friendship and Sister City relationships under the Program are effective when organizations of interested residents in one community work with interested residents in another city to promote communication and understanding among people of different cultures.

The City will maintain a Program Subcommittee ("Subcommittee") composed of a maximum of 10 members that will approve applications. The City Manager will appoint appropriate Subcommittee members and City staff to act as liaison to the City Council. Depending upon the specific projects being considered, guest representatives may be included for a limited time for specified purposes. Membership to the Program Subcommittee will include private citizens residing in Marina, representatives from 501(c)(3) organizations that have a commitment for active participation, and the City staff liaison. The mutually agreed upon Program exchanges will be identified in a signed MOU between the two cities and may encompass such activities as, but not limited to: visitation by delegations, remote or in-person student exchange activities, sharing of cultural and artistic performances, historical or educational awareness projects, and networking of businesses for mutual economic benefits.

POLICY:

1. A Sister/Friendship City proposal will require recommendation by a member of the City Council.
 - a. Establishing a Sister City or Friendship City relationship requires approval by the City Council by a signed Memorandum of Understanding (“MOU”) between the City and the proposed Sister/Friendship City. The term of the Sister City relationship is five years; the term of a Friendship City relationship is three years, and the Friendship City may apply for a Sister City status anytime during the three year term or later.
2. The Program Subcommittee will evaluate proposals for a new Sister/Friendship City affiliation and the City Council will give approval based on, but not limited to, the following guidelines:
 - a. A city chosen for a Sister/Friendship City affiliation should be from a country that has established diplomatic relations with the United States. There should be the potential for genuine people-to-people contact; communication and visitation should be able to occur freely in both directions.
 - b. The proposed Sister/Friendship City should be similar in population size, and/or role in the region, and/or have cultural, educational, socio-economic, governmental, or other tangible features in common with Marina, making it an appropriate Sister/Friendship City.
 - c. There should exist in the City an identifiable resident group or association, which favors the proposed affiliation and intends to pursue a meaningful program after the relationship is established. The group should be in a position to be the primary organizer and finance its own activities.
 - d. A governmental entity/person should exist in the affiliate Sister City, with a clear indication of intent to carry out mutual Program projects and initiatives.
 - e. The municipal government’s high ranking official of the affiliate Sister City (e.g., Mayor) should demonstrate support for establishing and developing a Sister/Friendship City affiliation with the City.
3. The City will support the Sister City Program activities as follows:
 - a. The City establishes a Program Subcommittee which will be composed of a maximum of 10 members that will include citizens, 501(c)(3) organization representatives, and the City staff liaison.
 - b. The City Manager shall designate a City staff member to the Subcommittee to serve as the City’s liaison regarding Sister/Friendship City activities to the City Council.
 - c. The City staff liaison will act in a support capacity to the affiliate City that will assume primary responsibility for the planning and execution of activities and events for visits of delegations to Marina from Sister/Friendship Cities.

- d. The City will provide set-up and complimentary access to City facilities for Sister/Friendship City events. Sister/Friendship City delegations and community sponsoring organizations must contact City staff at least sixty (60) calendar days in advance for any formal visits, events, and meetings.
 - e. Modest City promotional gifts may be funded by the City with the approval of the City Manager. Such minor City funds may be exempted from section 3f below, such as:
 - i) Light refreshments for meetings and activities when deemed appropriate.
 - ii) Reasonable postage, facsimile, copying and/or printing support for Sister/Friendship City events in which the City is participating.
 - iii) Exchange of promotional and formal gifts are typical of Sister/Friendship City visits between both delegations.
 - f. If funds from the City are requested, a budget request must be submitted to the City staff liaison detailing proposed Sister City-related expenditures. City funds may be provided to the Program Subcommittee 501(c)(3) association to support their general operating expenses as submitted in the budget request. Only incidental expenses (see section 3e) will be provided for Friendship City activities.
 - i) When a Councilmember or other City official initiates a request to visit an affiliate Sister City, such a request will be made in writing to the City Council, outlining the proposed itinerary, how travel and expenses will be funded, and other assistance City staff will be asked to provide (e.g., gifts to be presented to officials of the affiliate Sister/Friendship City). All budget requests must be approved by the City Council for visitation to the affiliate Sister City for Councilmembers or others acting as an official City representative.
 - ii) Gifts and/or memorabilia presented to the City from a Sister/Friendship City delegation and intended for the City becomes the property of the City and shall be displayed at a City facility or distributed at the City's discretion. Gifts or memorabilia intended for and received by individual City Councilmembers or City employees are subject to applicable Fair Political Practices Commission and Government Code reporting requirements.
 - g. Travel accommodations and expenses for affiliate Sister/Friendship Cities visiting the City will be paid by the affiliate's individual participant(s), or sponsoring community or governmental entities. The City will not fund travel nor reimburse travel or lodging expenses for affiliate Sister/Friendship City visitors to the U.S.
4. If a Friendship City affiliation is inactive for a period of three years or longer or if a Sister City affiliation is inactive for a period of five years or longer, or if there is a lack of community support through the community sponsoring organization for the Sister/Friendship City to continue, the City may initiate the process to place the relationship into emeritus status (an inactive Sister/Friendship City relationship) or terminate the Sister/Friendship City affiliation with the Sister/Friendship City.

**Differences between Friendship City and Sister City
under the Marina Sister City Program:**

	Friendship City	Sister City
General description	• Informal • Short-term project focused • Three-year commitment	• Formal • Long-term relationship with varied yearly initiatives • Five-year commitment
City Council approval to engage?	Yes	Yes
Sister City Subcommittee application approval?	Yes	Yes
MOU required, signed by both Marina and affiliate Sister City	Yes	Yes
Involved citizen and/or community association involvement in Sister City Program?	No	Yes
Possible funding from the City of Marina?	• Incidental expenses (gifts, printing, refreshments, etc.) • No funding for travel & lodging	• Incidental expenses and events • Limited funding for official travel/lodging

CITY OF MARINA
SISTER CITIES POLICY

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 - b. The proposed Sister/Friendship City should be similar in population size, and/or role in the region, and/or have cultural, educational, socio-economic, governmental, or other tangible features in common with Marina, making it an appropriate Sister/Friendship City.
 - c. There should exist in the City an identifiable resident group or association, which favors the proposed affiliation and intends to pursue a meaningful program after the relationship is established. The group should be in a position to be the primary organizer and finance its own activities.
 - d. A governmental entity/person should exist in the affiliate Sister City, with a clear indication of intent to carry out mutual Program projects and initiatives.
 - e. The municipal government’s high ranking official of the affiliate Sister City (e.g., Mayor) should demonstrate support for establishing and developing a Sister/Friendship City affiliation with the City.
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 - a. The City establishes a Program Subcommittee which will be composed of a maximum of 10 members that will include citizens, 501(c)(3) organization representatives, and the City staff liaison.
 - b. The City Manager shall designate a City staff member to the Subcommittee to serve as the City’s liaison regarding Sister/Friendship City activities to the City Council.
 - c. The City staff liaison will act in a support capacity to the affiliate City that will assume primary responsibility for the planning and execution of activities and events for visits of delegations to Marina from Sister/Friendship Cities.

- d. The City will provide set-up and complimentary access to City facilities for Sister/Friendship City events. Sister/Friendship City delegations and community sponsoring organizations must contact City staff at least sixty (60) calendar days in advance for any formal visits, events, and meetings.
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 - iii) Exchange of promotional and formal gifts are typical of Sister/Friendship City visits between both delegations.
 - f. If funds from the City are requested, a budget request must be submitted to the City staff liaison detailing proposed Sister City-related expenditures. City funds may be provided to the Program Subcommittee 501(c)(3) association to support their general operating expenses as submitted in the budget request. Only incidental expenses (see section 3e) will be provided for Friendship City activities.
 - i) When a Councilmember or other City official initiates a request to visit an affiliate Sister City, such a request will be made in writing to the City Council, outlining the proposed itinerary, how travel and expenses will be funded, and other assistance City staff will be asked to provide (e.g., gifts to be presented to officials of the affiliate Sister/Friendship City). All budget requests must be approved by the City Council for visitation to the affiliate Sister City for Councilmembers or others acting as an official City representative.
 - ii) Gifts and/or memorabilia presented to the City from a Sister/Friendship City delegation and intended for the City becomes the property of the City and shall be displayed at a City facility or distributed at the City's discretion. Gifts or memorabilia intended for and received by individual City Councilmembers or City employees are subject to applicable Fair Political Practices Commission and Government Code reporting requirements.
 - g. Travel accommodations and expenses for affiliate Sister/Friendship Cities visiting the City will be paid by the affiliate's individual participant(s), or sponsoring community or governmental entities. ~~The City will not fund travel nor reimburse travel or lodging expenses for affiliate Sister/Friendship City visitors to the U.S.~~ The City will cover lodging expenses for affiliate Sister City visitors to the U.S., but will not reimburse for travel expenses.
4. If a Friendship City affiliation is inactive for a period of three years or longer or if a Sister City affiliation is inactive for a period of five years or longer, or if there is a lack of community support through the community sponsoring organization for the Sister/Friendship City to continue, the City may initiate the process to place the relationship into emeritus status (an inactive Sister/Friendship City relationship) or terminate the Sister/Friendship City affiliation with the Sister/Friendship City.

October 3, 2023

Item No. **10k(1)**

Honorable Mayor and Members
Of the Marina City Council

City Council Meeting
of October 3, 2023

**CITY COUNCIL TO CONSIDER ADOPTING RESOLUTION NO. 2023-,
APPROVING ADJUSTMENT TO SISTER CITY PROGRAM POLICY;
AND AUTHORIZE CITY STAFF TO SPEND APPROXIMATELY
\$2,800.00 ON HOTEL ACCOMMODATIONS FOR THE NAMWON,
SOUTH KOREA SISTER CITY DELEGATION**

RECOMMENDATION:

It is requested that the City Council:

1. Consider adopting Resolution No. 2023-, approving adjustments to the Marina Sister City Program adopted on June 6, 2023; and
2. Authorize City staff to spend approximately \$2,800.00 on hotel accommodations for the Namwon, South Korea Sister City Delegation.

BACKGROUND:

At its June 6 meeting, the City of Marina City Council adopted the Marina Sister City Program (“MSCP”) (**EXHIBIT A**). During the presentation of this item, several attachments were included for consideration, one of which was a chart highlighting the differences between Friendship City and Sister City under the MSCP (**EXHIBIT B**). There is some ambiguity in the policy where one section does not allow travel and lodging assistance for Sister Cities and another section allows limited assistance.

ANALYSIS:

In the MSCP, Section 3(g) states “The City will *not* fund travel nor reimburse travel or lodging expenses for affiliate Sister/Friendship City visitors to the U.S.”. However, in the chart differentiating a Friendship City from a Sister City, under “Possible funding from the City of Marina?”, the second bullet under Sister City states “*Limited* funding for official travel/lodging”.¹

In preparation for the Sister City visit of delegates from Namwon, South Korea on October 12-15, 2023, efforts are being made by City staff to welcome the delegation, including coordination of tours of the Ramco strawberry fields, Joby Aviation, and the electric Handcar railbikes. A welcome reception will be hosted by the City Council on Thursday, October 12 (prior to an already scheduled joint special meeting between the City Council and Planning Commission) upon the delegations’ arrival in California. On Friday, October 13, a dinner hosted by the Asian Communities of Marina (ACOM) will be held celebrating the Sister City relationship between the two Cities. The rest of the Sister City visit will be sightseeing in Marina and around Monterey before their return to South Korea and will be hosted by the Korean Association of Monterey.

¹ For context, a Friendship City as defined in the MSCP is a less formal relationship between Marina and another participating City that is focused on a specific initiative without significant funding allocations from the City of Marina. Additionally, this chart is not included as part of the adopted MSCP policy.

Delegates under the policy understood they would be responsible for their airfare and other incidental costs during their visit. However, it was anticipated Marina would also be providing lodging. In order to accommodate the delegation, a three-night stay in Marina will cost approximately \$2,800.00.

Adjustments to the MSCP (**EXHIBIT C**) will clarify the City's role in covering lodging for Sister City delegation visits. At this time, there will be no changes to any Friendship City relationship affiliations with Marina.

FISCAL IMPACT:

None; funds allocated for Sister Cities in the Fiscal Year 2023-2025 budget will be used to cover expenses.

CONCLUSION:

This request is submitted for City Council consideration and action.

Respectfully submitted,

Cyrah Caburian
Executive Assistant
City of Marina

REVIEWED/CONCUR:

Layne P. Long
City Manager
City of Marina

A – Marina Sister City Policy (adopted June 6, 2023)

B – Differences between Friendship City and Sister City under the Marina Sister City Program (Exhibit B)

C – Revised Marina Sister City Policy (redline)