

## CHAPTER 335 SISTER CITIES

### Table

|       |                     |
|-------|---------------------|
| 335-1 | Definitions         |
| 335-3 | Policy              |
| 335-4 | Friendly Relations  |
| 335-5 | Application Process |
| 335-7 | Renewal             |
| 335-9 | Termination         |

#### **335-1. Definitions.** In this chapter:

1. **COMMITTEE** means the sister cities committee established under s. 320-47.
2. **SISTER CITY RELATIONSHIP** means a formal sister city relationship approved by the common council under this chapter, or the establishment of friendly relations by the common council leading to a formal sister city relationship.

#### **335-3. Policy.** The following policies shall be followed in selecting and maintaining sister city relationships or friendly exchange relationships:

1. There should exist a logical area of mutual interest and involvement with the prospective sister city or friendly exchange city in the areas of culture and business.
2. Strong consideration should be given to factors that contribute to a good balance between the cities, including but not limited to geographic location, governmental structure, comparable size, population composition and education.
3. There should be evidence of strong local community support for the prospective sister city or friendly exchange relationship in order to assure a strong financial base and interest in exchange.
4. During the selection process, there should be consultation and communication between the city and other related agencies such as Sister Cities International.
5. Consideration should be given to the number of prior relationships held by the prospective city. Some flexibility may be allowed for unusual circumstances.
6. Sister city and friendly exchange relationships shall expire after 5 years unless extended for another 5 years by council resolution.

7. The sponsoring entity shall submit annual reports to the committee. An annual report shall be submitted within 30 days following each anniversary of the date on which the mayor signed the resolution establishing a sister city or friendly exchange relationship.

8. No city funds shall be used for travel expenses by city officials in connection with any sister city or friendly exchange relationship.

9. The mayor's office shall have oversight responsibility for the sister city program.

10. The total number of sister city relationships adopted should not exceed 10.

**335-4. Friendly Relations.** The establishment of friendly relations shall follow the same policy and application process as provided in ss. 335-3 and 335-5. Friendly relations shall not require a formal signed agreement in accordance with Sister Cities International policy.

**335-5. Application Process.** 1. A local organization that wishes to sponsor a sister city relationship or friendly exchange relationship shall submit a letter of intent to the committee. The committee shall invite the organization to make a presentation to the committee regarding the proposed sister city relationship or friendly exchange relationship. Following the presentation, the committee shall decide whether to invite the organization to submit a formal application to the common council.

2. An application for a sister city relationship or friendly exchange relationship shall be submitted to the city clerk on a form created by the committee. The application shall require the following information:

- a. Name of the organization seeking to establish the sister city relationship or friendly exchange relationship.
- b. Proof of an application for nonprofit status or proof of nonprofit status of the organization seeking to establish a sister city relationship or friendly exchange relationship.
- c. Name of the person in charge of the organization.
- d. Information about the city with which the relationship is to be established, including information about the local organizational structure in the proposed sister city or friendly exchange city which will support the relationship.

### **335-7 Sister Cities**

e. Description of the goals of the sister city relationship or friendly exchange relationship.

f. Methods the organization will use to meet the goals of the sister city relationship or friendly exchange relationship.

g. Any other relevant information that the committee finds necessary or useful.

**3.** Upon receipt of an application, the city clerk shall submit a resolution to establish a sister city relationship or a friendly exchange relationship to the common council and refer the application to the committee. The committee shall hold a public hearing on an application to determine whether the proposed sister city relationship or a friendly exchange relationship complies with the requirements of this chapter and whether the applicant will manage a sister city relationship or a friendly exchange relationship that has a reasonable prospect of meeting the goals identified in its application. The committee shall forward its recommendation to the common council. Neither the common council nor any standing committee of the council may consider the resolution to establish a sister city relationship or a friendly exchange relationship until a recommendation has been received from the sister cities committee.

**335-7. Renewal.** No later than 6 months prior to the expiration of a sister city relationship, the sponsoring entity may submit a renewal application to the city clerk on a form prepared by the committee.

**335-9. Termination.** The common council may terminate a sister city or friendly exchange relationship whenever it finds that the applicant has failed to make sufficient progress toward attaining the goals of the sister city or friendly exchange relationship or the applicant has failed to comply with standards established by Sister Cities International, the common council or the committee.

**LEGISLATIVE HISTORY  
CHAPTER 335**

Abbreviations:

am = amended  
cr = created

ra = renumbered and amended  
rc = repealed and recreated

rn = renumbered  
rp = repealed

| <u>Section</u> | <u>Action</u>   | <u>File</u> | <u>Passed</u> | <u>Effective</u> |
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| 335-3-1        | am              | 140083      | 9/23/2014     | 10/10/2014       |
| 335-3-3        | am              | 140083      | 9/23/2014     | 10/10/2014       |
| 335-3-6        | am              | 140083      | 9/23/2014     | 10/10/2014       |
| 335-3-7        | am              | 111227      | 1/18/2012     | 2/4/2012         |
| 335-3-7        | am              | 140083      | 9/23/2014     | 10/10/2014       |
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| 335-3-8        | am              | 140083      | 9/23/2014     | 10/10/2014       |
| 335-4          | cr              | 140083      | 9/23/2014     | 10/10/2014       |
| 335-5-1        | am              | 140083      | 9/23/2014     | 10/10/2014       |
| 335-5-2        | am              | 140083      | 9/23/2014     | 10/10/2014       |
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| 335-5-2-f      | am              | 140083      | 9/23/2014     | 10/10/2014       |
| 335-5-3        | am              | 140083      | 9/23/2014     | 10/10/2014       |
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