

**RESOLUTION NO. 15-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, ESTABLISHING A SISTER CITY AFFILIATIONS POLICY AND CRITERIA FOR THE FORMATION OF CITIZEN SISTER CITY COMMITTEES.**

**WHEREAS**, the citizens of Covington wish to encourage educational, cultural, artistic, athletic, technical, and governmental exchanges to acquaint themselves with the cultural and political diversity of the world and to enhance international communication and understanding; and

**WHEREAS**, it is desirable to provide the citizens of Covington with an opportunity to act as a part of the global community and benefit from the exchange of relations; and

**WHEREAS**, it is desirable to encourage international trade and tourism and economic development between Covington and our sister cities; and

**WHEREAS**, Covington's sister cities should be carefully selected to assure the special relationships will be useful, educational, and of maximum benefit; and

**WHEREAS**, sister city relationships should be based upon common interests and characteristics important to both Covington and affiliated sister cities; and

**WHEREAS**, the resources of city government are limited in being able to financially support such affiliations.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON**, hereby resolves as follows:

**Section 1. Covington Sister City Program Creation; Objectives.** Covington hereby establishes the Covington Sister City Program, which will seek to develop sister city relationships that serve one or more of the following objectives:

- A. To provide awareness of, and sensitivity to, cultural diversity;

- B. To provide opportunities for our citizens to interact and exchange social, technical, and educational ideas within the global community;
- C. To share expertise in solving municipal problems; and
- D. To develop business and economic ties in Covington, exchange business practices, and encourage tourism.

## **Section 2. Sister City Selection Guidelines and Procedures.**

- A. Proponents advocating a new sister city affiliation shall present documentation to the city manager indicating why a prospective sister city is being proposed, how the prospective sister city meets the guidelines included below, and how Covington citizens will benefit from the opportunity to participate in exchanges to broaden their understanding of the world's cultural, political, and social diversity.
- B. To ensure that sister city affiliations reflect the community's interests and meets the above objectives of the Covington Sister City Program, the qualifications and compatibility of potential affiliations should consider the following:
  - 1. Sustainable community presence showing support and forming an association pursuant to the guidelines below, willing to work closely with the City of Covington;
  - 2. The city being considered shall have congruence in its own charter to the mission and vision statement of the City of Covington;
  - 3. Similarity in size, demographic characteristics, historical development, or proximity to a major urban center; and
  - 4. A strong system of education or demonstrated commitment to serving the educational needs of its citizens.
- C. The city manager will advise the Covington City Council whether the specified criteria for affiliation have been met and will forward a recommendation to the Covington City Council for final action.
- D. Upon acceptance of the prospective sister city by the Covington City Council, the elected bodies of both the City of Covington and the proposed sister city affiliation shall adopt a resolution formalizing the sister city relationship.
- E. After adoption of the resolution by the Covington City Council formally recognizing the sister city relationship, proponents of the newly established sister city will form an independent Covington Sister City Association as prescribed in Section 3 of this Resolution.

**Section 3. Establishment of Sister City Associations.** To assure that new sister city affiliations are generally reflective of the community and are managed effectively by the City of Covington in partnership with citizen communities with resources adequate to the task, the Covington City Council will seek to approve independent Covington Sister City Associations pursuant to the following:

- A. An Association shall have a formal incorporated structure in accordance with Washington State Law governing non-profit incorporation and 501(c)3 non-profit organization status with the Internal Revenue Service.
- B. The formal name of a Covington Sister City Association shall be "Covington- (full city name) Sister City Association".
- C. An Association shall present a work plan and budget to the Covington City Council for the twelve-month period following the request for formal affiliation showing how their activities will further the objectives of the Covington Sister City Program.
- D. The City of Covington recognizes an active sister city association is essential to the vitality and success of the Covington Sister City Program. The City expects each Covington Sister City Association, established under this Resolution, to support friendship and sister city relationships by:
  - 1. Establishing and maintaining positive relationships with its counterpart association.
  - 2. Developing the resources needed to support the work program and continued relationships.
  - 3. Linking organizations, people, businesses, and institutions in Covington with the sister city.
  - 4. Conducting fund-raising and providing in-kind support to sustain the Association.
  - 5. Informing, educating, and engaging the community in opportunities to learn and participate in the sister city relationships.
  - 6. Planning, organizing, and implementing bi-lateral exchanges and formal visits.
  - 7. Communicating with the City about opportunities for involvement.
- E. A Covington Sister City Association shall annually report to the Covington City Council on the status of their sister city relationship including a review of accomplishments and

successes of the program, events and activities, bi-lateral exchanges that occurred in the past twelve months, and a summary of expenditures since the last report. The Covington City Council may provide input on additional plans and activities.

- F. Notwithstanding the above criteria, the approval of a Covington Sister City Association may be approved or limited as the Covington City Council may deem appropriate.
- G. If the Covington City Council chooses to terminate the formal sister city relationship, the City of Covington and Covington Sister City Association will notify the sister city of the dissolution. Upon final action of the Covington City Council to terminate the formal sister city relationship, the Board of Directors of the Covington Sister City Association shall take the necessary actions to dissolve the Association in accordance with adopted by-laws and the requirements of the State of Washington.

#### **Section 4. City Funding for Sister City Affiliations.**

- A. City funding of Covington Sister City Association activities and programs shall be limited to administrative support and services, including:
  - 1. Providing staff support necessary to establish and maintain communication with its sister cities.
  - 2. Professional services such as printing, mailing services, and graphic design.
  - 3. Accountancy services such as accountant consultation and other reasonable professional services needed for the creation and maintenance of a non-profit sister city committee.
  - 4. Transportation services when the City of Covington is hosting public official visiting from a formally recognized sister city.
- B. The amount of funding for the administrative support and services noted above will be determined by the City Council through the annual budget process.
- C. All financial support beyond administrative support will be the responsibility of the individual Covington Sister City Associations and sponsors of the Associations and/or individual sister city affiliations. Any funding for private purposes is prohibited.
- D. Non-perishable official gifts received by the City or by an Association on behalf of the City, received in the course of sister city activities, will be the sole property of the City of Covington. The City will maintain an inventory of such gifts and will attempt to display them in appropriate public settings.

**ADOPTED** by the City Council of the City of Covington, Washington, in open and regular session this 30<sup>th</sup> day of June, 2015.

  
MARGARET HARTO, MAYOR

ATTESTED:

  
Sharon Scott, City Clerk

APPROVED AS TO FORM:

  
Sara Springer, City Attorney