

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b> Resolution No. 213, amending Resolution No. 194 by amending Section D of the Sister City Relationship Policy relating to City expenditures
<b>DEPARTMENT:</b> CMO/City Clerk
<b>PRESENTED BY:</b> Scott Passey, Staff Liaison to the Sister Cities Association

**PROBLEM/ISSUE STATEMENT:**

At its April 5 meeting, Council discussed the staff recommendation to amend the Sister City Relationship Policy to include expenditure guidelines, since \$10,000 has been appropriated in the 2004 budget for this purpose. The recommendation included removing the intent not to provide funding and identifying categories of expenditures allowed by law, among other items.

Councilmembers raised several issues and expressed the following opinions:

- The City should not pay for Council travel
- The City could pay for limited travel expenses of perhaps one Council representative and staff
- The Shoreline Sister Cities Association (SSCA) or other non-profit organization could pay for Council travel
- The City could pay for accommodations of sister city representatives visiting Shoreline
- The policy should reflect the intent that City funding of sister cities activities is contingent on fundraising efforts by the Shoreline Sister Cities Association
- The policy should include the prohibition against Council solicitation of funding

Proposed Resolution No. 213 (Attachment A) has been amended in response to these concerns. No additional language has been added regarding solicitation, since this issue is addressed in the City of Shoreline Code of Ethics, Resolution No. 30 – Exhibit A, Section 6 (Attachment B). The City of Shoreline's Code of Ethics prohibits officials and employees from directly or indirectly soliciting, accepting or receiving a gift, including money, services, travel, entertainment, and hospitality, if (a) it could be inferred that the gift was intended to influence the performance of official duties; or (b) the gift was a reward for official action. The sister city policy has been changed to reflect that all hosting received while visiting a sister city must be reasonable to match the business being conducted. If officials or employees receive hosting that is considered too extravagant, they could be in violation of the City's Code of Ethics. Finally, Section E. Sister Cities Association Involvement, has been added to Resolution

No. 213 to clarify Sister Cities Association financial involvement and in-kind support and activities.

**RECOMMENDATION**

Staff recommends that the City Council review the proposed changes and adopt Resolution No. 213.

Approved By:      City Manager       City Attorney 

## **DISCUSSION**

If Council adopts the proposed amendments to the Sister Cities Policy, the following expenditure guidelines would apply:

### **PROPOSED SISTER CITY EXPENDITURE GUIDELINES**

City of Shoreline expenditures for sister city activities shall not exceed the amount appropriated in the annual budget. Expenses related to travel outside the United States shall require prior City Council approval.

#### **Travel Expenses**

Travel expenses, including airfare, local transportation, lodging, and meals for City staff required to travel to sister cities shall be paid for or reimbursed by the City. Any Councilmember travel at City expense is subject to prior Council approval.

#### **Accommodation**

Reasonable costs for accommodation of sister city representatives visiting Shoreline, or City staff visiting sister city locations, may be paid for or reimbursed by the City.

#### **Meals**

Meals may be provided to visiting sister city delegates and staff members when provided as part of meetings with City officials and staff. Meetings, other than informal social events, where more than a quorum of Councilmembers are present, shall receive special meeting notices. The costs of all meals provided to the visiting delegates and staff must be reasonable.

When City employees travel to sister cities, they may be reimbursed for the reasonable cost of their meals. The reasonableness of this expense is already included in the "Reimbursement of Business Expenses" section of the employee expense policy. Pursuant to City policy, public funds cannot be used to purchase alcohol.

#### **Entertainment**

Entertainment cannot be paid for out of public funds.

#### **Ceremonies**

The City may expend reasonable funds to sponsor and promote ceremonies and receptions provided that the goal of the public event is to inform citizens of the sister city relationship and provides an opportunity to share ideas and knowledge of the sister city relationship. The City may provide modest refreshments to encourage attendance and interaction between Shoreline citizens and sister city delegates and staff.

#### **Gifts and Advertising**

Gifts given to celebrate the sister city relationship may be given to the sister city as a governmental body in an amount commensurate to foster goodwill. The City may give away minor promotional items to delegates, staff and the public, which advertise and promote the sister city relationship. The City may also expend public funds to advertise the sister city relationship, such as through postings and fliers.

#### Sister Cities Association Involvement

The Shoreline Sister Cities Association may fund significant delegation exchange activities when necessary to establish or maintain a sister city relationship, including accommodations, entertainment, and travel.

#### **FINANCIAL IMPACT:**

There is no financial impact associated with this policy. The funding level for the sister cities program would be part of annual budget discussions. The proposed resolution simply clarifies the adopted Sister City Relationship Policy to address the appropriate expenditure of City funds.

#### **ATTACHMENTS**

Attachment A: Draft Resolution No. 213  
Attachment B: Resolution No. 30 – Exhibit A, City of Shoreline Code of Ethics

**RESOLUTION NO. 213**

**A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON, AMENDING RESOLUTION NO. 194, SISTER CITY RELATIONSHIP POLICY TO CLARIFY EXPENDITURE OF CITY FUNDS AND SISTER CITIES ASSOCIATION INVOLVEMENT**

**WHEREAS**, the City Council adopted Resolution No. 53 encouraging the creation of a Sister Cities Association; and

**WHEREAS**, the City Council adopted Resolution No. 194 establishing a Sister City Relationship Policy; and

**WHEREAS**, the City Council wishes to amend this policy to provide clarity and direction to staff regarding the appropriate expenditure of City funds on sister city activities;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON AS FOLLOWS:**

**Section 1. Amendment.** Section D. of "Shoreline's Sister City Relationship Policy," adopted on October 14, 2002 by Resolution No. 194-Exhibit A, is hereby amended as follows:

**D. City Involvement**

1. The City supports the Shoreline Sister Cities Association through largely indirect means, ~~and does not intend to provide on-going funding for operations.~~ In general, the City will support the Association's efforts through combined promotion and publicity efforts, assisting with scheduling Council and Staff attendance at local exchanges, visits by delegations and providing meeting room space for Association business. The City may also work with the Association to provide opportunities for exchanges with recreational programming and special events as resources allow. The City of Shoreline may involve private citizens and organizations in the implementation of this policy, at the discretion of the City Manager.

2. Through its sister cities program, the City of Shoreline carries out a fundamental government purpose of providing social, cultural and educational services. The City will, therefore, expend such funds as it may deem necessary and appropriate to ensure the proper functioning of the sister cities program. To assure that the Shoreline Sister Cities Program is conducted in a manner consistent with public interest and in accordance with the laws of the State of

Washington and the City of Shoreline Code of Ethics, the following guidelines are hereby established:

- a. The City of Shoreline shall provide such staff support as is necessary to establish and maintain communication with the Shoreline Sister Cities Association and with its sister cities.
- b. The City may support the Shoreline Sister Cities Association as a dues paying member.
- c. City funded delegate exchange activities may include:
  - Travel for City staff, when travel is necessary to establish or maintain an official sister city affiliation. Travel for elected officials at City expense is subject to prior City Council approval and staff travel will be approved by the City Manager;
  - Appropriate activities to receive public officials, or their delegates, when visiting Shoreline on official sister city business;
  - The exchange of information and material which support the objective of providing social, cultural and educational services, or economic benefit to the public; and
  - The exchange of technical resources and staff, when such an exchange serves the objectives outlined in this policy and is necessary to establish or maintain the sister city affiliation.
- d. Any funding for private purposes is prohibited.
- e. Donation of city assets, when that donation clearly serves a public purpose as outlined in this policy, may be authorized by the City Manager provided the recipient is a public entity. Promotional items of de minimus value may be distributed to individuals.
- f. Official gifts received in the course of sister city activities will be the sole property of the City of Shoreline. The City will maintain an inventory of such gifts and will attempt to display them in an appropriate public setting.
- g. Hosting, including travel, accommodation, entertainment and meals, received by City delegates while visiting the sister city must be in amounts commensurate with the business purpose of the trip.
- h. City funds may be spent to advertise the sister city relationship or exchange events.

i. City expenditures for sister city activities shall not exceed the amount appropriated in the annual budget.

**E. Sister Cities Association Involvement**

The City of Shoreline recognizes that an active Sister Cities Association is essential to the vitality and success of the Sister Cities Program. The City expects the Shoreline Sister Cities Association to support friendship and sister city relationships by:

- Assisting the City in learning about potential relationship cities, and making recommendations to the City Manager on how to proceed.
- Developing the resources needed to support the plans of action for each relationship. Linking organizations, people and institutions in Shoreline with counterparts in relationship cities.
- Conducting fund-raising and providing in-kind support
- Planning, organizing, and implementing exchanges and formal visits
- Communicating with the City organization about opportunities for involvement

City funding of sister city activities will be contingent upon the strong financial involvement of the Shoreline Sister Cities Association. The City will, therefore, expend such funds as is necessary provided that the Shoreline Sister Cities Association substantially endeavors to promote fundraising efforts and in-kind contributions to support sister city activities. The City expects the Shoreline Sister Cities Association to fund significant delegation exchange activities when necessary to establish or maintain a sister city relationship. Such activities may include accommodations, entertainment, and Council travel.

**F.F. Annual Review of Sister City Relationship**

Following the establishment of a formal Sister City relationship, the City Manager, with the assistance of the Shoreline Sister Cities Association's leadership, will present an annual report to the City Council at a regularly scheduled workshop meeting. This report should outline the current plan of action, the accomplishments of this plan, and recommendations for updating the plan with new goals for the following calendar year. The City Council may provide input on additional plans/activities for the coming year.

**G.F. Termination**

The City Council can terminate a sister city relationship for the following reasons:

- Upon recommendation from Sister Cities Association due to lack of participation, resources or interest on behalf of either City or related supporting groups.
- Lack of progress on accomplishing the goals and activities planned for the previous year.

- Behavior on the part of the Shoreline Sister Cities Association, its volunteers, or paid staff that violates federal, state or local laws.

**ADOPTED BY THE CITY COUNCIL ON APRIL 26, 2004.**

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Mayor Ronald B. Hansen

**ATTEST:**

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Sharon Mattioli, City Clerk



**CITY OF SHORELINE  
CODE OF ETHICS**

**Attachment B**

The purpose of the City of Shoreline Code of Ethics is to strengthen the quality of government through ethical principles which shall govern the conduct of the City's elected and appointed officials, and employees, who shall:

1. Be dedicated to the concepts of effective and democratic local government.

*Guidelines*

**Democratic Leadership.** Officials and staff shall honor and respect the principles and spirit of representative democracy and set a positive example of good citizenship by scrupulously observing the letter and spirit of laws, rules and regulations.

2. Affirm the dignity and worth of the services rendered by government and maintain a deep sense of social responsibility as a trusted public servant.

3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.

*Guidelines*

**Public Confidence.** Officials and staff shall conduct themselves so as to maintain public confidence in city government and in the performance of the public trust.

**Impression of Influence.** Officials and staff shall conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

4. Recognize that the chief function of local government at all times is to serve the best interests of all the people.

*Guidelines*

**Public Interest.** Officials and staff shall treat their office as a public trust, only using the power and resources of public office to advance public interests, and not to attain personal benefit or pursue any other private interest incompatible with the public good.

5. Keep the community informed on municipal affairs; encourage communication between the citizens and all municipal officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

*Guidelines*

**Accountability.** Officials and staff shall assure that government is conducted openly, efficiently, equitably and honorably in a manner that permits the citizenry to make informed judgments and hold city officials accountable.

**Respectability.** Officials and staff shall safeguard public confidence in the integrity of city government by being honest, fair, caring and respectful and by avoiding conduct creating the appearance of impropriety or which is otherwise unbecoming a public official.

6. Seek no favor; believe that personal benefit or profit secured by confidential information or by misuse of public time is dishonest.

*Guidelines*

**Business Interests.** Officials and staff shall disclose and limit any business or contract relationship with the city to less than \$9,000 per year as provided in the State law.

**Private Employment.** Officials and staff shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests or conduct a private business when such employment, service or business creates a conflict with or impairs the proper discharge of their official duties.

**Confidential Information.** Officials and staff shall not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

**Gifts.** Officials and employees shall not directly or indirectly solicit any gift or accept or receive any gift whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form - under the following circumstances: (a) it could be reasonably inferred or expected that the gift was intended to influence the performance of official duties; or (b) the gift was intended to serve as a reward for any official action on the official's or employee's part.

**Investments in Conflict with Official Duties.** Officials and employees shall not invest or hold any investment, directly or indirectly, in any financial business, commercial or other private transaction that creates a conflict with their official duties.

**Personal Relationships.** Personal relationships shall be disclosed in any instance where there could be the appearance of a conflict of interest.

**Business Relationships.** Officials and staff shall not use staff time, equipment, or facilities for marketing or soliciting for private business activities.

**Reference Checking.** Reference checking and responding to agency requests are a normal function of municipal business and is not prohibited if it does not adversely effect the operation of the City.

**7. Conduct business of the city in a manner which is not only fair in fact, but also in appearance.**

**Guidelines**

**Personal Relationships.** In a quasi-judicial proceedings elected officials shall abide by the directives of RCW 42.36 which requires full disclosure of contacts by proponents and opponents of land use projects which are before the City Council. Boards and Commissions are also subject to these fairness rules when they conduct quasi-judicial hearings.

**8. Not knowingly violate any Washington statutes, City ordinance or regulation in the course of performing their duties.**