



DATE: May 3, 2017

TO: Council President Bruce Harrell
Councilmember Lorena González
Councilmember Debora Juarez

CC: Chris Gregorich, Director, Office of Intergovernmental Relations
Jasmin Weaver, Deputy Director, Office of Intergovernmental Relations

FROM: Stacey Jehlik, International Affairs Director, Office of Intergovernmental Relations

RE: Designating Mazatlán emeritus status, creating a path for a new Mexican sister city

Summary

In 2016, most all the necessary steps (aside from signing legislation) were completed for designating Seattle's long inactive sister city relationship with Mazatlán "emeritus status." However, legislation has not yet been proposed due to a desire to explore the potential for a new sister city in Mexico to replace the inactive affiliation.

The Seattle Municipal Code does not have a mechanism for replacing a sister city in one country with another city in that same country in one step. It does, however, outline clear steps for establishing a new sister city. To do that, the moratorium on the acceptance of sister city applications must be lifted. The proposed legislation calls for "lifting the moratorium on sister city relationships for the limited purpose of approving an application for sister city status from a city in Mexico."

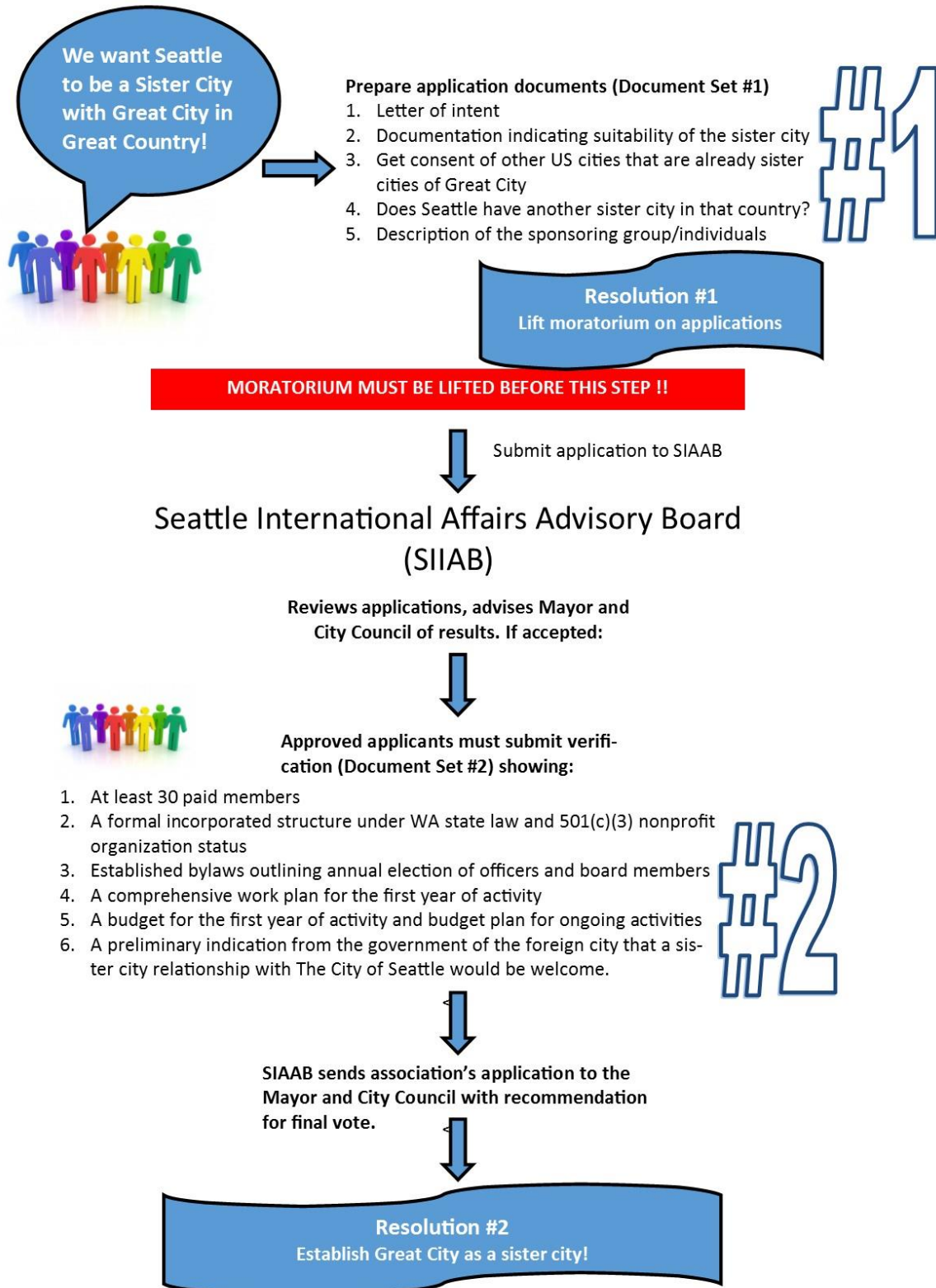
In 2017, the Seattle International Affairs Advisory Board (SIAAB) will be tasked with completing the details of the sister city application process, which have been crafted over the past several years in anticipation of a possible moratorium lift (and the transition of Mazatlán to emeritus status). Though the SIAAB is responsible for reviewing applications and making recommendations on a final vote to the Mayor and City Council, the Mayor and City Council are responsible for final decisions about which cities, if any, become new sister cities.

Process for Establishing a New Sister City

1. Draft Resolution #1 to:
 - a. designate Mazatlán emeritus status
 - b. lift the moratorium on sister city relationships for the limited purpose of approving an application for sister city status with a city in Mexico.
2. Encourage residents seeking a Mexican sister city to prepare the first set of documentation.
3. Residents seeking a Mexican sister city submit the first set of required documentation to the Seattle International Affairs Advisory Board (SIAAB).
4. SIAAB approves suitable applications, asks association to submit second set of documentation.
5. SIAAB sends application to the Mayor and City Council with recommendation for final vote.
6. Draft Resolution #2 to establish new city as a sister city.



Process for Establishing a New Sister City





Summary of SMC 3.14.450 Regarding the Establishment of Sister Cities

“To ensure that sister city affiliations genuinely engage Seattle's values, represent Seattle's current international landscape, and can be managed by resident associations with resources adequate to the task, proposals to the City for establishing sister city affiliations shall be initiated by sister city associations” as follows:

- 1) A sponsoring group/individual must submit the following to the Seattle International Affairs Advisory Board (SIAAB) for its review and consideration:
 - a. **Letter of intent**
 - b. **Documentation indicating suitability of the sister city** ((1) why a prospective sister city is proposed and verifying that it is the center of significant educational, civic, cultural, and/or political resources that offer Seattle's residents and/or City agencies significant two-way exchange opportunities, which will serve to enrich the understanding of both parties; (2) that a prospective sister city has the prospect of being a significant business partner, or has some other major economic aspect that is similar to or complementary to the economic character of Seattle.
 - c. **Confirmation that any U.S. city having prior affiliation with the foreign city does not object to Seattle establishing a new affiliation with the prospective sister city.**
 - d. **Confirmation that Seattle does not have another sister city in the same country.**
 - e. A **description of the sponsoring group** and/or sponsoring individuals.
- 2) The SIAAB rejects or accept the application by a majority vote of the full SIAAB, and so advises the Mayor, the City Council, and the applicant(s). If the application is accepted:
- 3) The sister city association must verify to the SIAAB that it has the following:
 - a. **At least 30 paid members**, reflecting a diverse representation of the Seattle community, committed to meet the objectives of the sister city program, as outlined in Section 3.14.440;
 - b. **A formal incorporated structure** in accordance with Washington State Law governing nonprofit corporations (see chapter 24.03 RCW) **and 501(c)(3) nonprofit organization status** with the Internal Revenue Service;
 - c. **Established bylaws** outlining annual election of officers and board members, and any appropriate functional subcommittees;
 - d. A **comprehensive work plan** for the 12-month period following the request for formal affiliation, showing how the activities of this association will further the objectives of the Seattle sister city program;
 - e. A **budget** for the first year's activities, showing any funds available to meet the budget requirements and indicating how the association plans to fund its activities in the future; and
 - f. A **preliminary indication from the government of the foreign city that a sister city relationship with The City of Seattle would be welcome.**
- 4) Upon a favorable review by the SIAAB, the association's application will be sent to the Mayor and City Council with a recommendation for a final vote.