

# CITY OF TALLAHASSEE

## CITY COMMISSION AGENDA ITEM

**ACTION REQUESTED ON:** March 14, 2001

**SUBJECT/TITLE:** Approval of Revisions to Sister Cities Policy; Bylaws for the International Affairs Council; and Members for the International Affairs Council

**TARGET ISSUE:** Economic Development

### STATEMENT OF ISSUE

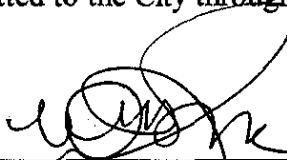
At its meetings of June 9, 1999, and August 18, 1999, the City Commission heard reports on the Sister Cities program, and approved moving it to the next level. At this time, the Economic Development Department is requesting the City Commission to approve revisions to the Sister Cities Policy and transferring it from an Administrative Policy to a City Commission Policy. The revisions establish formal guidelines for the selection and recognition of sister city and other international relationships with the City of Tallahassee and authorize the creation of the International Affairs Council (**Attachment 1**). In addition, the Department is requesting the City Commission to approve the proposed bylaws for the International Affairs Council (**Attachment 2**), and to appoint the charter members to the Council (**Attachment 3**).


### RECOMMENDED ACTION

**Approve Option 1:** Approve revisions to Sister City Policy, changing that to become a City Commission Policy (**Attachment 1**); approve bylaws for the City's International Affairs Council (**Attachment 2**); and approve list of charter members to the International Affairs Council (**Attachment 3**).

### FISCAL IMPACT

There will be no fiscal impact at this time. The council will be staffed by the Mayors Office and the Economic Development Department. A three-year strategic plan and budget will be prepared by the Council and submitted to the City through the annual Economic Development Departmental budget request.

  
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 Bill Johnson  
 Director of Economic Development

  
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 Anita R. Favors  
 City Manager

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**ITEM TITLE:**

Approval of Policy, Bylaws, and Membership of International Affairs Council

**SUPPLEMENTAL MATERIAL/ISSUE ANALYSIS****HISTORY/FACTS & ISSUES**

In the summer of 1999, a task team of city staff and citizens reviewed the city's Sister Cities Policy, Administrative Policy No. 303, and made recommendations to the Commission on revisions to the Policy. Members of the task team included representatives from FSU, FAMU, and Tallahassee's Sister Cities Committees for Sligo, Ireland and St. Maarten, N.A. The team proposed revisions that fundamentally changed the nature of the policy from a specific focus on sister city relationships to a broad-based focus on all international affairs.

A new policy was proposed which states, **"The intent is to promote activities and exchanges that increase international trade; economic and community development; and promote cultural and educational opportunities"**. Other substantive changes included:

- Creation of a Protocol Officer designation (currently Paige Carter-Smith)
- Reduction of the number of required members in each sister city committee from 30 to 15 members.
- Requirement for a three year strategic plan for each Sister City Committee, and a twelve-month budget related to resource needs—people, money, expertise, and facilities.
- Creation of an International Affairs Council whose purpose would be: **"To bring together Tallahassee's private and public sectors to work jointly on international activities; to provide broad-based, community-wide input and involvement for our region's international program; to create an integrated international business program for the region; and, to ensure that Tallahassee develops an environment that welcomes and values international business, visitors, and citizens"**.

Although the Commission approved the changes, it did not specifically vote on the new policy and this agenda item requests the City Commission formally approve the changes to the policy and transfer that from an Administrative Policy to a City Commission Policy. **Attachment 1** is a copy of the revised policy.

**Attachment 2** is a copy of the proposed by-laws for the International Affairs Council, and **Attachment 3** is a list of the proposed charter members of the Council. There are sixteen members recommended for the committee, including representatives from Tallahassee's various Sister Cities Committees, representatives from both universities, Economic Development Council, Tourist Development Council, and individuals with special interest in international commerce, trade, and/or tourism. This is a very diverse membership as required by the city's guidelines for appointments to committees. At least one additional member will be added to give the Council an odd number of members.

Once officially approved by the City Commission, the Council will meet on a monthly basis, with its first duties being to prepare a strategic plan for its activities for the next three years, to review existing and proposed Sister City relationships, and to provide a report to the Commission on the numerous international events and activities taking place within our community.

**OPTIONS**

- Option 1: Approve revisions to Policy No. 303, **Sister City Relationships**, in the City's Administrative Policies and Procedures Manual, changing that to a City Commission Policy [No.142] (**Attachment 1**); approve by-laws for the City's International Affairs Council (**Attachment 2**); and approve list of charter members to the International Affairs Council (**Attachment 3**).
- Option 2: Do not approve recommended new policy, and/or by-laws, and/or membership list, and give staff directions for any necessary revisions.

**Attachments/References**

- Attachment 1—Revised Policy on International and Sister City Relationships  
Attachment 2—Proposed By-Laws for International Affairs Council  
Attachment 3—Proposed Membership List of International Affairs Council