



SPECIAL MEETING MINUTES

Date: 7/26/2016
Time: 3:30 p.m.
Administration Building
City Council Conference Room "Fishbowl"
701 Laurel St., Menlo Park, CA 94025

A. Chair Holch called the meeting to order at 3:38 p.m.

B. Roll Call

Present: Councilmember Catherine Carlton, Chair Kristy Holch, James Clendenin, Fran Dehn, Carol Schumacher

Absent: Councilmember Peter Ohtaki, Vice-Chair Analisa Pratt

Staff: Jim Cogan, Housing and Economic Development Manager
Meghan Revolinsky, Management Analyst in Housing & Economic Development

C. Public Comment

- Jim Lewis from Palo Alto, spoke to the committee for 3 minutes about three separate topics. 1. He invited all committee members to the Northern California Sister City International Quarterly Meeting, this Saturday in Millbrae. He explained the pros of going and the connections that can be made by attending. 2. Jim suggested that the committee appoint a committee person to each existing Sister and Friendship City to keep an eye on the City and be able to report to the Committee on that City. 3. Jim offered everyone an Ireland Travel Magazine, called "Ireland – Tourism Ireland's Official Magazine 2015".

D. Consent Calendar

D1. Approve minutes for the Sister City and Friendship Committee Meeting of June 27, 2016

ACTION: Motion by Holch and second by Dehn to approve the minutes for the Sister City and Friendship Committee Meeting of June 27, 2016. Motion Passes; 5-0 (Ohtaki & Pratt Absent).

E. Regular Business

E1. Adopt Protocol for Establishing and Maintaining Sister Cities Relationships

ACTION: Motion by Carlton and second by Schumacher to adopt the Sister City Selection Criteria as put forward, by Fran, as amended and to work with staff on any Sister/Friendship City recommendation to the City Council. Motion Passes; 5-0 (Ohtaki & Pratt Absent).

Sister City Selection Criteria

1. Government/Geography
 - a. Stable government based on data from the US State Department
 - b. Opportunity to broaden the geographic, educational, economic and cultural diversity of

- the Menlo Park sister city program
2. Economic/Educational/Cultural Criteria
 - a. Similarity & interest: identifiable similarities and/or mutual interest
 - b. Exchange: potential for reciprocal cultural, educational, tourism or economic exchange
 - c. History: common history/connections with the city and/or community
 3. Sustainability/Growth Potential
 - a. City Benefit
 - i. Long and short-term benefits of the relationship
 - ii. Cost and benefits of entering and maintaining the relationship
 - b. Community Benefit
 - i. Active community leadership, involvement and support committed to championing and nurturing the relationship
 - ii. Current and/or perspective organization businesses educational collaboration

ACTION: Motion by Clendenin and second by Carlton to adopt a protocol for a maintaining Sister Cities as amended. Motion Passes; 5-0 (Ohtaki & Pratt Absent).

Protocol for a Maintaining Sister Cities

Every Sister City and Friendship City shall be reviewed at a minimum of every five years and a report made to City Council. This report is to determine if the City's Sister City Agreement's objectives are being met. Should it be determined that a Sister City relationship is not fulfilling the Sister City Agreement goals, the SCFC shall make recommendations to Council to either terminate the relationship, re-establish the relationship, or retain the status quo.

E2. Cyberjaya, Selangor, Malaysia - Proposed Sister City by Bootup World, Menlo Park Business

ACTION: Motion by Dehn and second by Schumacher to tell Bootup World at this time it is premature to consider Cyberjaya for a Friendship or Sister City agreement however we welcome any visiting dignitaries from Cyberjaya. Motion Passes; 5-0 (Ohtaki & Pratt Absent).

E3. Discussion and action to Change the Name of the Sister City and Friendship Committee

ACTION: Motion by Carlton and second by Dehn to change the committee name from Sister City and Friendship Committee to Sister City Committee. Motion Passes; 5-0 (Ohtaki & Pratt Absent).

E4. Future Agenda Items

- Protocol for planned Sister City Activities; for example Mayor Visits (including gifts), Student Exchanges
- Meeting Schedule / Next Meeting Dates
- Protocol for keeping track of Sister and Friendship City

F. Informational Items

F1. Oral Report on Galway, Ireland, Mayor Frank Fahy's Visit (Cogan)

- Jim Cogan gave an oral report on Mayor Fahy's visit to Menlo Park. Jim explained who came to visit, the itinerary of the visit, the gifts exchanged and how the visit and its activities were organized

by city staff.

G. Commissioner Reports

G1. Oral Report on Student Exchange Visit to Bizen, Japan (Carlton & Holch)

- Carlton gave a brief review of the student's visit and encourages the commissioner to attend the August 23, 2017 at 7:00 pm City Council Meeting, where the Mayor will be recognizing the children who represented Menlo Park in Bizen. Holch added that the students did America proud and were super kids!

H Adjournment

Chair Holch adjourned the meeting at 4:48 p.m.