

**Sister Cities Commission**  
**Expenses July 1, 2012 – February 28, 2013**

<b>Date</b>	<b>Expense</b>	<b>Total</b>
10/12/12	Milpitas High School – T-shirts for 22 students	\$110.00
10/12/12	Costco – Snacks for Students’ Room at MHS	183.71
10/12/12	VTA – Class Transit Pass for Oct. 18 Day Trip	168.00
10/16/12	Safeway – Punch & Supplies for Dagupan Reception	34.63
10/16/12	Goldilocks – Cake for Dagupan Reception	45.99
10/17/12	Lunch During Dagupan / Huizhou Day Tour, Oct. 18 Day Trip	101.28
10/18/12	Mezcal Restaurant- Lunch for 47 People	750.00
11/21/12	Key to City Plaque – Huizhou Presentation on 11/26/12	30.29
11/26/12	Refreshments for Huizhou Presentation	13.41
11/26/12	Erik’s Deli for Huizhou Luncheon	248.17
12/06/12	Key to City Plaques (2) – Dagupan Presentation on 10/16/12	60.58
12/06/12	Awards to the Wise – Repairs to SC gifts for 10/11/12 Town Hall Mtg. display	21.68
<b>TOTAL</b>		<b>\$1,767.74</b>

Annual Spending Limit through Council Promotions Budget = \$6,240.00

Remaining Amount for Expenses as of 1/18/13 = \$4,472.26  
(no outstanding expenses)

## Focus Areas and Criteria to Establish Sister City Relationships

### **City of Milpitas, Sister Cities Commission**

The Milpitas Sister Cities Commission serves as an advisory body to the Milpitas City Council on matters affecting sister cities relationships, programs, and activities. It also reviews applications for sister city affiliations and forwards recommendations to the City Council.

Members of this commission volunteer their time and talents to establish and maintain sister city relationships. The Sister Cities Commission is composed of seven regular members, and two alternate members appointed by the Mayor and approved by the City Council. Special liaisons include one member of the Council and one member of the Milpitas Unified School District Board of Education that serve in a non-voting capacity.

As a volunteer-based commission, members work to obtain support from local cultural, business and school groups. The commission oversees planning for sister city affiliations in light of pledged support, both financial and in-kind.

### Focus Areas & Objective Statements

Focus areas for the City of Milpitas Sister Cities Commission are educational, cultural, social, economic and charitable. Its objectives for establishing sister city relationships are:

- a) To engage the people of the City of Milpitas in cultivating strong and rewarding relationships with the people of similar cities of foreign nations to understand one another as individuals, as members of their community, as citizens of their country, and as a part of the family of nations.
- b) To foster continuing relationships of mutual concern between the people of the City of Milpitas and the people of established sister cities.
- c) To lead activities and programs that educate and equip the City of Milpitas and established sister cities with a mutual understanding of culture and economics.
- d) To assist the City of Milpitas in participating as an organization in the promotion of a local program sponsoring international cooperation and goodwill.
- e) To act as a coordinating body among local organizations, including the Milpitas Unified School District, Milpitas Sister Cities Association and other support groups or individuals desiring to engage in the planning, fundraising, and participation of international municipal cooperation and exchange.
- f) To encourage and obtain volunteer support from business and individuals within the Milpitas community for sister city relationships, activities and cultural exchanges.

City of Milpitas, Sister Cities Commission  
Guiding Criteria to Select a Sister City

❖ Overall Factors

- Genuine interest of both cities
- Long-term commitment to the relationship
- Adequate financial support for exchanges and maintenance of the relationship
- Realistic assessment of factors (interests and similarities) for a successful relationship
- Awareness that a desire to learn from and share experiences with a potential sister city may balance the lack of a similar characteristics with the city
- Separation of personal beliefs from political, economic, commercial and cultural realities
- Focus on a foundation of existing strengths for best results
- Awareness that the Milpitas Sister City Commission volunteers its time and talents to foster effective, long term relationships

❖ General

- Exchange goals for both cities
- Population
- Geographic location (mountains, desert, lake, port)
- Comparison of key industries
- Local ethnic population
- Existing links to community (arts group, university, YMCA, Rotary)
- Does the city have sister city relationships in other countries? Are they successful?
- Role of the City of Milpitas and Sister Cities Commission in establishing and maintaining the relationship

❖ Cultural, Civic, Educational

- Art exchange potential
- Museums
- Theaters
- Symphony/Orchestra
- Library
- Civic organizations (Scouts, Rotary, Lions, Kiwanis, Women's' Clubs)
- Newspapers/Television/Radio
- Sports teams (amateur and professional)
- Hospitals
- Primary and secondary schools
- Educational institutions (colleges, universities, technical, training institutes)

❖ Economic

- Trade exchange potential
- Prevailing economic conditions
- Language/cultural patterns and barriers
- Market analysis of industries
- Investment climate/present investment levels
- Liberal vs. restrictive trade climate
- Invisible trade (education, high-tech, service, exports)
- Annual number of tourists
- Presence of foreign businesses locally
- Local businesses engaged in international activity
- If a port city – port connections

❖ Political

- History of diplomatic relations
- Present degree of cooperation between U.S. and foreign country in political, economic, commercial and cultural levels
- Government organization
- Diplomatic presence
- Honorary consuls
- Health, safety and security conditions

**Basic Steps to Initiate Sister City Relationships**

Following is a list of general steps the Commission may take to initiate or respond to sister city relationship inquiries.

When the Commission initiates the relationship:

- 1) Research a city or region with discussion for next steps at commission meetings.
- 2) Establish contact with a sister city representative of that region or city.
- 3) Obtain completed Request for a Sister City form. May be filled out by a commissioner.
- 4) Obtain a tentative agreement confirming focus area(s) and criteria for the relationship.
- 5) Write Memorandum of Understanding for City Council review and approval.
- 6) Register relationship with Sister Cities International, as appropriate.

When a city or region inquires about a relationship:

- 1) Respond to all inquiries in writing. (Email inquiries accepted as a first step, however the Commission will move to formal, written letters to establish interest areas.)
- 2) Obtain completed Request for a Sister City form. Discuss potential relationship within three meetings from the date of initial inquiry.
- 3) Confirm and establish contact with a sister city representative of that region or city.
- 4) Conduct research and discuss next steps at commission meetings.
- 5) Obtain a tentative agreement confirming focus area(s) and criteria for the relationship.
- 6) Write Memorandum of Understanding for City Council review and approval.
- 7) Register relationship with Sister Cities International, as appropriate.

Focus Areas and Criteria to Establish Sister City Relationships



City of Milpitas  
Sister Cities Commission  
**Request for a Sister City**

Name of Your Community \_\_\_\_\_

State/Province/Prefecture: \_\_\_\_\_

Country: \_\_\_\_\_

Population: \_\_\_\_\_

Brief Geographical Description of Your Community: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Principal Economic Activities:**

Agriculture	Industries	Technology	Tourism	Services
Less Important <input type="checkbox"/>				
Important <input type="checkbox"/>				
Very Important <input type="checkbox"/>				

Provide Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Community Information:**

Local Cultural and Educational Facilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If Applicable, Special Historical Background: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please note that by submitting this form you are agreeing to have the information presented herein posted on our website, provided to interested parties and linked to other websites.*

**Sister City Information:**

Desired Characteristics of a Sister City: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Listing of Existing Sister Cities: \_\_\_\_\_

\_\_\_\_\_

What Kind of Sister City Activities interest your community?

Arts & Culture	Economic Development	Education	Environment	Health & Public Safety	Municipal Cooperation	Technology & Communication	Youth
Yes <input type="checkbox"/>							
No <input type="checkbox"/>							

In your community, is there an official sister city group/organization that is recognized by your local government?

Yes  No  If yes, group/organization name: \_\_\_\_\_

Is this request supported by your local sister city organization? Yes  No

Does your local government support this request? Yes  No  Not yet determined

**Contact Information:**

Mr.  Mrs.  Ms.  Dr.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department/Committee: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone (with country code): \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Community website: \_\_\_\_\_

If your community is in the United States, are you a current member of Sister Cities International? Yes  No



To be filled out by Applicant's parent or legal guardian: I, \_\_\_\_\_ declare that I am the parent/guardian of \_\_\_\_\_. I, the undersigned do hereby agree to allow the individual named herein to participate in the aforementioned activity and I further agree to indemnify and hold the City of Milpitas, Milpitas Unified School District and Milpitas Sister Cities Association harmless from and against any and all liability for any injury which may be suffered by the aforementioned individual arising out of or in any way connected with his/her participation in this activity. I agree to allow the Milpitas Unified School District permission to release any and /or all school records pertinent to this trip, to Milpitas Sister Cities Commissioners and Liaisons. I also agree as a participant in this program, to grant full permission to the City of Milpitas and the Milpitas Sister City Association to use my name and any photographs, videographs, motion pictures and recordings for any publicity and promotion purposes without obligation or liability to me. I verify that all of the above information is true and accurate.

Parent/Guardian(s) Signature \_\_\_\_\_

Print Name(s) \_\_\_\_\_ Date \_\_\_\_\_

**Below For Milpitas Unified School District Use Only**

Student Name: \_\_\_\_\_

\_\_\_ Grade Level \_\_\_ GPA

List Membership in MUSD Clubs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified: \_\_\_\_\_, MUSD

Title: \_\_\_\_\_