



Agenda

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SANTA FE SISTER CITIES COMMITTEE

Wednesday, June 12, 2013

City Councilors' Meeting Room

4:00 – 5:00 pm

955-6707

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
 - a. May 8, 2013
- IV. Sister Cities Liaison
 - a. Financial Report
 - b. San Miguel de Allende Update
 - c. Icheon, South Korea Update
- V. Report of the Committee
 - d. Zhang Jie Jie International Country Music Festival Update – Jeff Case
 - e. Plans for Parral, Mexico – Rudy Fernandez
- VI. Report of Chair
 - a. Highlights of Sister Cities Association
 - b. Stationery, letterhead and business cards
- VII. ACTION ITEMS
 - a. Request for Professional Services Agreement with Sister Cities Association FY 13-14
- VIII. OTHER ITEMS
- VI. Adjournment

Persons with disabilities in need of accommodations, contact the City Clerk's Office at 955-6520, five (5) working days prior to meeting date.

**Index Summary of Minutes
Santa Fe Sister Cities Committee
June 12, 2013**

INDEX	ACTION TAKEN	PAGE(S)
Cover Sheet		1
Call to Order	Call to Order by Chair Gilbert Delgado at 4:00 pm – City Councilor's Conference Room, Santa Fe, NM	2
Roll Call	Roll call indicated a quorum	2
Approval of the Agenda #7 to be heard after #2	<i>Ms. Lopez moved to approve the agenda as amended, second by Mr. Fernandez, motion carried by unanimous voice vote.</i>	2
Request for Professional Services Agreement with Sister Cities Association FY 13-14 Debra Garcia y Griego Updated Information: Ms. Garcia y Griego stated that the motion made regarding the Professional Services Agreement, the motion that Mr. Rubenstein made – I was incorrect and it will still be a conflict of interest, it is going to have to be staff working with members of the Association and coming back with a better scope of services. Dr. Case, unfortunately cannot participate in that. Ms. Bystrom and Ms. Garcia y Griego will work with members of the Association to negotiate the scope. (Last motion on action column.)	<i>Mr. Rubenstein moved to establish a working committee to include 1 member from the Sister Cities Committee and 2 representatives from the Association. Died for lack of a second.</i> <i>Mr. Rubenstein moved that a nomination process submit the name of Dr. Jeff Case as a member of our committee and Carol Robertson-Lopez and Rudy Fernandez as members of the Association to form a working committee to see if we can make a proposal to the Sister Cities Committee regarding the recommended contract proposal presented by Ms. Garcia y Griego, second by Dr. Case. Motion carried by unanimous voice vote of the allowable members of the Sister Committee eligible to vote.</i> <i>Mr. Rubenstein moved to withdraw the above stated motion and moved that the review will be done by staff working with the Association and bringing a report back to the Sister City Committee, second by Ms. Magni,</i>	2-7

**Index Summary of Minutes
Santa Fe Sister Cities Committee
June 12, 2013**

	<i>motion carried by unanimous voice vote.</i>	
Approval of Minutes (May 8, 2013)	<p>Corrections: Page 2: #4(a) 3rd paragraph – Mr. Bernstein Rubenstein Page 5: #7(a) 1st paragraph – 3rd line – Penn State Kent State Page 5: #8 – 2nd paragraph – 2nd line – Fiesta poster DVD</p> <p><i>Mr. Rubenstein moved to approve the minutes of May 8, 2013 as amended, second by Mr. Fernandez, motion carried by unanimous voice vote.</i></p>	7
Report of the Liaison a. Financial Report b. San Miguel de Allende Update c. Update: Icheon, South Korea, Sister Cities Agreement	Informational	8-9
Report of the Committee a. Zhang Jia Jie International Country Festival b. Plans for Parral, Mexico	Ms. Bystrom stated that this item is not an Action Item on the Agenda. <i>Ms. Lopez made the recommendation to approve the request to provide a \$500 honorarium for each of the musicians going to China, a total of 6 musicians.</i>	9-10
Report of Chair a. Highlights of Sister Cities Association b. Stationery, Letterhead and Business Cards	Informational, no formal action.	10
Adjournment	There being no further business to come before the Sister City Committee the meeting was adjourned at 5:10 pm	11
Signature Page		11

SANTA FE SISTER CITIES COMMITTEE

MINUTES

Wednesday, June 12, 2013

City Councilors' Conference Room

4:00 pm to 5:10 pm

- I. Call to Order/Roll Call** – The Chair called the meeting to order at 4:00 pm. A quorum was declared by roll call.

Present:

Gilbert Delgado, Chair
Rudy Fernandez
Arthur Olivas
Cathy Magni
Bernard Rubenstein
Carol Robertson Lopez
Dr. Jeff Case

Not in Attendance

Kim Song, Alternate, Excused
Ling Tong, Alternate, Excused

Staff Present

Debra Garcia y Griego
Julie Bystrom
Anna Serrano for Fran Lucero, Stenographer

- II. Approval of Agenda**

Request to hear Item 7 after Item 2.

Ms. Lopez moved to approve the agenda as amended, second by Mr. Fernandez, motion carried by unanimous voice vote.

- III. Request for Professional Services Agreement with Sister Cities Association FY 13-14
Debra Garcia y Griego**

Ms. Garcia y Griego reported that the Professional Services Agreement with the Sister Cities Association will expire at the end of this month, June 30th; therefore it is time to re-enter into a new contract with the Association regarding related services for the Sister Cities events. Ms. Bystrom has provided the commissioners with the scope of service. The City Attorney has advised that caution needs to be adhered to regarding conflict of interest. In the Sister Cities Contract with the Association it would be difficult for the members of the Association to recuse themselves from discussion and voting on this matter. Those members are: Chair Delgado, Mr. Rudy Fernandez and Carol Robertson-

Lopez. Ms. Garcia y Griego asked if this information was correct and the response was yes.

Let the record reflect that the above named individuals have recues themselves from this discussion.

Mr. Garcia y Griego stated that the city since 2009 has been very grateful to utilize the Association to help carry out primarily delegations and special events around Sister Cities as a mechanism for hosting individuals and appropriate welcome parties and dinners. Over the years, since 2009 the amount in that contract has escalated. Essentially what we are doing is encumbering the city's entire Sister Cities budget in a contract with the Association, for instance this year the budget was \$15,000. Ms. Garcia y Griego recommended lowering the amount of the contract that is more in keeping with the work that the Association has done. What this will accomplish is; it will free up money in the city budget for special projects and help out with expenses. It still allows us the opportunity, if necessary to amend the Contract with the Association. Say a big event comes up and we recognize we have a need to raise the amount we can always amend the contract. As staff, my recommendation is that it is not a good idea to encumber so much of your money in one contract. Historically it has been set at \$1,530 and the previous year it was shy of \$200, previous year before that was \$2,332 and the year before that was \$5,188.

Staff's recommendation is to enter in to a PSA for \$3,000 which will double the amount that has been spent in the past two years and if necessary discuss an amendment if and when needed.

Chair Delgado: Scope of Services as compared to the original agreement, I'm not sure if I understand that. I am not disagreeing with that but I would like clarification.

Debra Garcia y Griego: Mr. Chair, I am happy to answer that question, but for the record you have recues yourself from this discussion as a member of the Association. It does prevent me from answering this question and I can discuss the scope of services at another time.

Dr. Case: I am a new member to this committee and being the spouse of the International Sister Cities program, I get to see a lot of programs in other cities and so I see those things and I get invigorated and I am trying to bring some of that vigor to this committee. So the lower dollar amount that has been spent in years past reflects to lack of programs or not so many programs being proposed in the Association to do things. I know you are the commentator here and you have said we can have \$3,000 and when things come up we can go the city to ask for things. I do plan on being very vigorous; we have talked amongst ourselves a number of projects; \$3000, \$5,000 for about 5 projects that could really make an impact. I think Santa Fe has exemplary Sister Cities; it is a real jewel that we can offer to the community.

Debra Garcia y Griego: I am new to the Director's position but in my past position in the Arts Commission for 12 years, I have watched the history of Sister Cities as a staff person of the commission. When I reflect on the successful things that have been done as a Committee in the Sister Cities program which has involved partnering with existing organizations, I think that perhaps if we leave some of the money with the city this committee could consider possibly issuing an RFQ for proposals for Sister Cities projects that could bring forward proposals that could be directly contracted with the City. That would be eliminating a burden off the Association in terms of trying to facilitate those programs, trying to handle the finances for those programs, etc. I think it would also invest in the Sister Cities programs in terms of city involvement. This way it isn't all coming through a non-profit but the city is actively involved in those relationships as well. One of the things that have happened is that you all have a great network globally with all our Sister Cities and we would like to networks those relationships internally so we can integrate the program a little more.

Dr. Case: I am pretty sure it is going to be OK, but in lowering the budget I don't want it to limit our envisioned activities to do things even with this existing organization.

Ms. Garcia y Griego: This committee will have the same amount of money to work with; the city committee will have \$10,000 minus the \$3,000 to work with. Now it is all encumbered as a contract that hasn't been extended to the Association. This body, the city committee is not losing any of their budget. I am proposing that you encumber it in a contract with the Association.

Cathy Magni: What would be the timeframe if we needed more money, how would that work?

Ms. Garcia y Griego: Typically working with the City Attorney's Office and the Finance Department we can increase that budget within a matter of 3-days.

Kim Song: I would like to ask for clarification so we can understand better between the association and the committee as we talk about projects for the next year. I would see it important for the committee to create a line by line project plan to provide Debra so you could see what we have planned and estimate how much should be budgeted. Ms. Song can see the difficulty for Debra to have to estimate an amount when the committee has not specified a budget for projects.

Ms. Garcia y Griego: Let me clarify that this is the contract with the non-profit Association, it is not impacting the amount that the city Sister Cities committee has. At this point it would probably take another 6-8 weeks to get a contract with the Association in place for the next FY. The committee can ask the Association to draft a formal proposal of what they would like to do under the scope of services and this committee can review that at a meeting. Normally the contracts are not in place for the first 2 months of the FY.

Dr. Case: Today you are asking us to approve the scope of services agreement?

Ms. Garcia y Griego: The item that was posted was to approve the scope of services and the amount. You could certainly not make that motion and follow the suggestion here. The FY ends in June; the contract with the association will expire at the end of the month. As I said, if this committee wants to take a slower approach and talk to the Association, we can certainly do that, it would have to be the next business item and the PSA would need to be drafted. There would be a period of time that the city would not have a contract with the association. However, if a sudden opportunity presented itself, as long as that amount is under \$5,000, which historically we can guarantee it will be; we can enter a PO to handle that one event. That is the short answer so you shouldn't feel too much pressure to make a decision today on the contract.

Mr. Rubenstein: I appreciate both comments; this gives more incentive for the Association to do more specific planning and budgeting. I think that the flexibility that Ms. Garcia y Griego has stated if we have a specific program requiring a specific amount under \$5,000. I appreciate Dr. Case energy and your wonderful ideas. To this point we have not used that amount and so I think the proposal makes sense; it gives us an incentive to make a specific budget and plan.

Dr. Case: I don't think there is a take-away; I don't think she is taking money away. I was here to make some motions today that would spend \$10,000, spend money on our good solid ideas. When you say it is going to require more planning on the part of the Association, it is also going to require more planning on the part of the committee.

Ms. Garcia y Griego: I know there was a little bit of panic caused at the last meeting when Julie mentioned that the current contract was expiring. I have committed to requesting that the amount be carried over for use in the next FY. I am optimistic that my request will be approved. You will have additional funds; estimated at about \$17,000.

Mr. Olivas: I agree with what Dr. Case is saying and other discussion today. We haven't been as active in trying to figure out programs that we can do. The committee has been re-organized and we are sort of getting on our feet to do things. I want to express that I am worried that once you have lowered that to the amount that you are suggesting; that is a pretty low amount. Given it hasn't been spent in the last few years, I can understand that. As Dr. Case and the other members are saying, we have to start doing some things. We have thought of doing things but we haven't quite gotten it together yet. I am thankful that we can have the carry-over to the next FY. My question is; do we have to go that low right now? I can see lowering it and then seeing what happens this next year.

Ms. Garcia y Griego: I am merely presenting a staff recommendation for the Committees approval so the Committee could increase the amount if someone wants to make a motion to that effect, or if you want to pause and let the Association to get back with a proposal.

Mr. Olivas: My thought is why we don't keep it this way for this year and then see what happens next year. If we can get things moving the way we have been discussing we might spend that full amount.

The Chair made the comment as an information point that the Association has conducted meetings and they will be having their third meeting in the very near future. They will come back with ideas to the Committee. We are worried that if the overall amount that the Association can use is that low and say we have three projects that absorb the whole amount that may be a problem. I would be for holding off or waiting at least a year.

Mr. Olivas commented that we could still lower it to the suggested amount and re-negotiate the contract next fiscal year since we do have the amount that is being carried over.

Dr. Case: If I may, this committee has control over \$10,000 and through your recommendation we are releasing \$3,000, we still have \$7,000 in reserve as a committee to spend.

Ms. Garcia y Griego: Clarification that the \$7,000 you could get the Association to spend or you could utilize with other projects or organizations if you wish.

Mr. Rubenstein: In essence we do have the flexibility with the budgetary funds from the Committee and the Association.

Ms. Garcia y Griego: As this discussion progresses it occurs to me that, per your suggestion that it may be wise for one member of this committee and 2 members of the Association to engage in contract negotiations outside of this meeting and to come back with a proposal at the next meeting. That would allow the Association members present to participate and represent the Association in those discussions as opposed to having to remain silent from these discussions. It does feel awkward and unfair to the Association to sit here and listen and essentially not comment. That could be another approach if there are concerns about the amount, it would also give the Association an opportunity to present their plans in their organization and for a member of this committee to hear those and then represent that at a formal meeting of this committee. That might be an approach that might work.

Dr. Case: We do not want to lose any time.

Ms. Garcia y Griego: I have said that I have committed as best I can to maintain the budget that has been approved for next year and I will request that these funds be rolled over. As Arts Commission Director I cannot approve that request, it will have to go through a formal change request which I have committed to make that request.

Dr. Case: A point of speculation, if we come up with some solid ideas that look real good to city government and city council and they get good reports coming in, can the \$10,000 be increased?

Ms. Garcia y Griego: That is difficult for me to say having just gone through the budgetary process. There are a lot of things the City Council would like to do right now but the financial realities are starting to hit home unfortunately.

Ms. Song said what she is hearing is that Ms. Garcia y Griego is not limiting the amount she is trying to find ways to help us develop a specific program in order to create a budget.

Mr. Rubenstein moved to establish a working committee to include 1 member from the Sister Cities Committee and 2 representatives from the Association. Died for lack of a second.

Discussion:

Ms. Bystrom said that the discussion is quite clear and what staff is presenting to this committee is not really taking anything away but strategically placing a contract in place that is adequate for the direction that this committee wants to follow for the next year which can be amended. I also think that the discussion of the sub-committee is valuable.

Mr. Rubenstein moved that a nomination process submit the name of Dr. Jeff Case as a member of our committee and Carol Robertson-Lopez and Rudy Fernandez as members of the Association to form a working committee to see if we can make a proposal to the Sister Cities Committee regarding the recommended contract proposal presented by Ms. Garcia y Griego, second by Dr. Case. Motion carried by unanimous voice vote of the allowable members of the Sister Committee eligible to vote.

Updated Information:

Ms. Garcia y Griego stated that the motion made regarding the Professional Services Agreement, the motion that Mr. Rubenstein made – I was incorrect and it will still be a conflict of interest, it is going to have to be staff working with members of the Association and coming back with a better scope of services. Dr. Case, unfortunately cannot participate in that. Ms. Bystrom and Ms. Garcia y Griego will work with members of the Association to negotiate the scope.

Mr. Rubenstein moved to withdraw the above stated motion and moved that the review will be done by staff working with the Association and bringing a report back to the Sister City Committee, second by Ms. Magni, motion carried by unanimous voice vote.

IV. Approval of Minutes (May 8, 2013)

Corrections:

Page 2: #4(a) 3rd paragraph – Mr. ~~Bernstein~~-Rubenstein

Page 5: #7(a) 1st paragraph – 3rd line – ~~Penn State~~ Kent State

Page 5: #8 – 2nd paragraph – 2nd line – Fiesta poster-DVD

Mr. Rubenstein moved to approve the minutes of May 8, 2013 as amended, second by Mr. Fernandez, motion carried by unanimous voice vote.

V. Sister Cities Liaison

a. Financial Report

Balance remains the same as last meeting. Per the earlier discussion the balance left over will be requested to roll over.

Ms. Lopez stated that at the last meeting there was discussion on how to spend this money and one of the suggestions was having a sign at the Airport welcoming visitors to Santa Fe and listing our Sister Cities. Would that fall under the Financial report or where would be good to make those recommendations. A lot of our discussion from the last meeting was talking about things that we could do with the funding and some of those things wouldn't have to go through the association because the city already has contacts in place. The other thing is that the website for the city is not adequate on our sister cities and that requires the expenditure of funds that the city already has a contract for.

Ms. Garcia y Griego: The entire city website is being re-designed and should be launched in August. It should be a simple stop, level things, get some ideas on how you would like that website enhanced and work with the appropriate office here so that when it is launched or soon-there-after this committee and the Sister Cities program has the type of presence that you want. This would probably fall under a city program and fall under the existing contract the City has with the vendor. I would suggest that you we try that route before the committee spends their limited resources trying to make it happen.

Ms. Lopez: What about the sign, can we proceed with the sign?

Ms. Garcia y Griego: We can certainly proceed with getting the sign designed in-house. There probably is not an existing contract for producing the sign but there would be resources for installing it. We would need to have the design and an idea of what we want to do in order to get the cost for printing. We could move forward with that. Mr. Chair, if we could get someone from this committee to work with Julie Bystrom on the content of the sign, we can then move forward with the graphic design. We could then come back with the cost for approval by this committee if that is acceptable.

Ms. Lopez: I would really like to see this. Almost every city that has sister cities there is a presence in the airport. It could say, "Welcome to Santa Fe Sister City of...list the names of the Sister Cities".

Mr. Olivas asked if there are any samples of what other cities do.

Ms. Lopez recommended that someone meet with the Airport Manager to see how much space would be allowed for us to have a sign. Ms. Garcia y Griego said that Ms. Bystrom could meet with the Airport Manager to identify what space is available. Staff will Google and get other samples for the committee and present at the next meeting.

Dr. Case said that he liked an idea that had been brought up at a recent meeting about a Sister Cities garden.

Ms. Lopez said that many Sister Cities have in particular a Japanese Garden.

b. San Miguel de Allende Update

Based on the recommendations from the last meeting regarding the Sister City Agreement with San Miguel de Allende, it has been forwarded on to the Mayor. The Mayor has recommended that the recommendation from the Sister Cities Committee to have San Miguel Allende as a Sister City go to the Legal Department to draft a resolution.

c. Icheon, South Korea Update

The Mayor and Councilor Wurzbarger are supporting a Sister City agreement and the Mayor has recommended that it go forward to the Legal Department to have a Resolution drafted.

Ms. Song thought that the agreement had been signed last year. Ms. Garcia y Griego clarified that what was signed last year was a Memorandum of Agreement (MOA). We were supposed to go to Korea this year to finalize. Ms. Garcia y Griego said that dates in October are being considered for the Mayor to visit in Korea and they are also working on an Artist Exchange for their festival. The invitation received from Korea is quite an honor for the City of Santa Fe.

The Chair commented that early on this committee approved the criteria for admissions to Sister Cities of Santa Fe. We have not used that authority that we have to actually look at an application from a Sister City for a while. We have had a number of Sister Cities who would like to come in. We have not had any input as to why they should be a sister city. We should look at that criteria in the future.

Dr. Case expressed his thanks to Ms. Bystrom for sending out an e-mail on San Miguel de Allende talking about travel, tourism, art and other items of interest to get us focused.

VI. Report of the Committee

a. Zhang Jai Jie International Country Music Festival Update – Dr. Jeff Case

We have found a genre of music that we like, it is Mariachi. Mr. Fernandez is involved and put us in touch with the Mariachi Extravaganza and we are happy with this selection. We have completed the application, we have asked Alma Castro to list some of the songs for the concert and to provide us with some history of the Mariachi's and she did. They all either have their passports or have applied for them and should have them in approximately 2 weeks. The application has been sent to Zhang Jai Jie and has been received. A video on You Tube of the group has also been sent and it has been received. If this does happens we will try to maximize the publicity for the Mariachi Mestizo and by doing that we will maximize the benefit to ourselves.

Mr. Rubenstein congratulated Dr. Case for organizing this very complicated relationship for the Festival. The group is marvelous and personable and will represent Santa Fe in a very positive way.

The festival is planned September 1st-8th.

Ms. Lopez said that the committee had talked about giving an Honorarium to the musicians, is it appropriate for this committee to make that recommendation for \$500 be given as an honorarium to each musician?

Ms. Bystrom stated that this item is not an Action Item on the Agenda.

Ms. Lopez made the recommendation to approve the request to provide a \$500 honorarium for each of the musicians going to China, a total of 6 musicians.

Ms. Bystrom did clarify that she researched the issuance of an honorarium and it is possible to do this as a stipend for the individual representing the city of Santa Fe in this International Festival; we cannot utilize the funding for travel/air fare. If they use it for travel is not for us to determine.

b. Plans for Parral, Mexico – Rudy Fernandez

An invitation has been received to go to Parral. Mayor Coss is going as well as Mr. Fernandez. Dates for this visit are July 18-22, 2013. There is a flight out of Santa Fe on American Airlines at the cost of \$872 RT to Chihuahua and it takes about 2 ½ hours to Chihuahua. The delegation will be picked up in Chihuahua and driven to Parral which is another 2 ½ hours.

VII. Report of the Chair

a. Highlights of Sister Cities Association

Meeting frequency mentioned above.

b. Stationery, letterhead and business cards

Request is still on the table to get stationery, letterhead and business cards. The Chair asked staff to assist with this request. Ms. Bystrom said that typically the city does not draft stationery for a committee, all correspondence should go through Ms. Bystrom or the Mayor. If it is for the Association business, that would be the responsibility of the Association to draft their own stationery and be monetarily responsible. Business cards have been up for discussion and a decision has not been made at this time. Ms. Bystrom will discuss with Ms. Garcia y Griego for further direction. Mr. Rubenstein said that there are very reasonable internet options for business cards.

Ms. Bystrom reiterated that any correspondence for the Sister Cities would go through herself and the Mayor. She could not assist with the Association.

VIII. Action Items

- a. Request for Professional Services Agreement with Sister Cities Association FY 13-14 (*reported under III.*)**

IX. Other Items

Mr. Rubenstein made the request to Ms. Lopez, through her membership with the International Sister Cities Association investigate through the US Treasury why Sister Cities should not be an appropriate people-to-people exchange to Cuba.

Ms. Lopez will be attending the Sister Cities Conference in San Antonio, Texas and will research this question.

Dr. Case set aside posters from the Folk Market and the Spanish Market. Ms. Lopez also has posters from the State Historic Preservation Board. Dr. Case said there are a number of cultural events that would be nice to get their posters. The idea is to physically send these tubes to our contacts in our Sister Cities and solicit posters of their cultural events.

Ms. Lopez has heard from her contact in Bukhara and they have a new Mayor and the Mayor will come to Santa Fe next year.

Ms. Lopez has spoken to Valerie Plane to get assistance to get the Ambassador from Italy here.

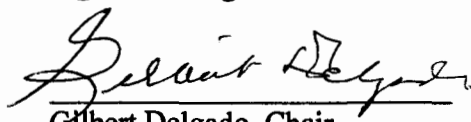
Mr. Fernandez said that the Mayor of Parral will be here for the Santa Fe Fiesta.

Mr. Olivas suggested that we keep an on-going calendar of who is coming and going so the committee can familiarize themselves with the destinations and guests and be available to provide our hospitality.

X. Adjournment

There being no further business to come before the Sister City Committee, the meeting was adjourned at 5:10 pm.

Signature Page:


Gilbert Delgado, Chair


Fran Lucero, Stenographer