

CITY OF SANTA CRUZ
Parks & Recreation Department
323 Church Street
Santa Cruz, California 95060



SISTER CITIES COMMITTEE

Regular Meeting

May 10, 2021

**7:00 PM GENERAL BUSINESS AND MATTERS OF PUBLIC INTEREST,
ZOOM: <https://zoom.us/j/96400572410>**

Written material for every item listed on the agenda is available for review at the Parks & Recreation Administrative Office, 323 Church Street, and online at www.cityofsantacruz.com.

COVID-19 ANNOUNCEMENT: This meeting will be held via teleconference ONLY.

In order to minimize exposure to COVID-19 and to comply with the social distancing suggestion, the Council Chambers will not be open to the public. The meeting may be viewed remotely, using any of the following sources:

Online at <https://www.facebook.com/CityofSantaCruzSisterCities>

PUBLIC COMMENT and ORAL COMMUNICATIONS:

If you wish to comment on general business items, please see information below. Call at the start of the item.

Call any of the numbers below. If one is busy, try the next one.

(669) 900-9128
(253) 215-8782
(346) 248-7799
(312) 626-6799
(646) 558-8656
(301) 715-8592

Enter the meeting ID number: **964 0057 2410**

When prompted for a Participant ID, press #.

Press *9 on your phone to "raise your hand" when the Chair calls for public comment.

It will be your turn to speak when the Secretary announces you. You will then be unmuted and the timer will be set. You may hang up once you have commented on your item of interest.

If you wish to speak on another item, two things may occur:

If the number of callers waiting exceeds capacity, you will be disconnected and you will need to call

back closer to when the item you wish to comment on will be heard, or You will be placed back in the queue and you should press *9 to “raise your hand” when you wish to comment on a new item

NOTE: If you wish to view the meeting and don’t wish to comment on an item, you can do so at any time via one of the methods above.

Time limits set by Committee Policy are guidelines. Unless otherwise specified, procedures for all items, are:

Public comment - 3 minutes per speaker

Maximum total time may be established by the Chair at the beginning of an agenda item

No action will be taken on items listed under Presentations, Oral Communications, Announcements, Information Items and Subcommittee Reports.

under Presentations, Oral Communications, Announcements, Information Items and Committee Reports

Appeals - Any person who believes that a final action of this advisory body has been taken in error, that decision may or may not be appealable to the City Council. Appeals must be in writing, setting forth the nature of the action and the basis upon which the action is considered to be in error, and addressed to the City Council in care of the City Clerk. Appeals must be received by the City Clerk within ten (10) calendar days following the date of the action from which such appeal is being taken. An appeal must be accompanied by a fifty dollar (\$50) filing fee.

Additional Information

Visit the City’s Web Site at www.cityofsantacruz.com with links including City Advisory Body Meeting Agendas and Minutes, Advisory Body Information, and the Santa Cruz Municipal Code.

A copy of the full agenda, agenda reports and attachments which are included in the meeting packet, is available for review at the Parks & Recreation Administrative Office on Church Street no later than three (3) days prior to the meeting date.

The City of Santa Cruz does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. If you wish to attend this public meeting and will require assistance, such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the department clerk at (831) 420-5270 or e-mail sistercities@cityofsantacruz.com at least five (5) days in advance so that arrangements for such assistance can be accommodated. The Cal-Relay system number: 1-800-735-2922.

Any writing related to an agenda item for the open session of this meeting distributed to the commission less than 72 hours before this meeting is available for inspection at the Parks & Recreation Administrative Office at 323 Church Street. These writings will also be available for review at the Sister Cities Committee meeting in the Council Chambers.

Sister Cities Committee - 831-420-5270 - sistercities@cityofsantacruz.com.

Sister Cities Committee

Call to Order

Roll Call - Laura Ciravolo, Leo Jed, Andrei Kiktev, Jason McCluskey, Heerei Park, Michele S. Peregrin, Andrea Rosenfeld, Isabelle Tuncer, Anita Wood; Vice-Chair Marta Beckwith and Chair Douglas Hull.

Staff: Rachel Kaufman and Tremain Hedden-Jones.

Presentations - *(No action can be taken)*

Statements of Disqualification - *Section 607 of the City Charter states that ...All members present at any meeting must vote unless disqualified, in which case the disqualification shall be publicly declared and a record thereof made. The City of Santa Cruz has adopted a Conflict of Interest Code, and Section 8 of that Code states that no person shall make or participate in a governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally.*

Oral Communications - *(No action can be taken)*

Announcements - *(No action can be taken)*

1. Committee and Staff Announcements.

Chair

1. Youth Engagement Subcommittee
2. Coordination Subcommittee
3. Fundraising Subcommittee
4. Marketing Subcommittee

Committee Members

Recreation Superintendent

1. Introduce the new committee member.
2. Brief recap of Brown Act training by City Attorney's office and review of posting requirements for standing subcommittees.
3. Review Fall Activity Guide deadline dates.

Approval of Minutes

2. Approval of the minutes for the Sister Cities Committee Regular Meeting on March 8, 2021.

Approve the minutes from the regular meeting of the Sister Cities Committee held on March 8, 2021 as submitted.

General Business

3. Acceptance of the Financial Report.

Review and accept the financial report from staff and treasurer.

4. Fiscal Year 2022 Budget Allocation.

Review and approve planned activities and budget needs for FY 22 as submitted by each subcommittee.

5. Review Standing Subcommittee Formation for Fundraising.

Review the formation for the newly approved standing subcommittee on fundraising and clarify the ability for the standing subcommittee to directly apply for grants.

Information Items - *(No action can be taken)*

Subcommittee Oral Reports

6. Subcommittee Oral Reports.

1. Shingu, Japan
2. Alushta, Ukraine
3. Sestri Levante (Riva Trigoso), Italy
4. Jinotepe, Nicaragua
5. Puerto La Cruz, Venezuela
6. Biarritz, France
7. Sister Cities Support
8. Drafting (ad hoc)
1. 9. Production (ad hoc)

Adjournment



We have Sister Cities around the World

**SHINGU, JAPAN
JINOTEPE, NICARAGUA
PUERTO LA CRUZ, VENEZUELA
SESTRI LEVANTE, ITALY
ALUSHTA, UKRAINE**

Our Sister Cities program provides the opportunity to build friendships, learn about other cultures and foster international understanding.

Get involved in Sister Cities!

Volunteer with one of our Sister Cities subcommittees. The success of our Sister Cities relationships are entirely dependent upon the hard work and caring of our amazing volunteers. Call 420-5272 to learn more.

**HANS CHRISTIAN
ANDERSEN**



Enter the **Hans Christian Andersen Writing Contest** sponsored by the Santa Cruz Sister Cities Committee and our Italian Sister City, Sestri Levante (Riva Trigoso).

**First prize in each age group is
\$50 Downtown Dollars!**

For rules and information, visit the Sister Cities Committee webpage at cityofsantacruz.com/sistercities. Deadline January 24, 2020.



**TEENS WOULD YOU LIKE
TO VISIT JAPAN?**

Would you like to spend a week staying with a host family and experiencing local points of interest in our sister city of Shingu, Japan? Santa Cruz Sister Cities Committee encourages applications from students in grades 8 through 10 for a ten day student delegation during spring break of 2020.

Students will learn about Japanese culture and will visit this beautiful area to see temples, shrines, rivers, mountains and see a small Japanese city, as well as have a window into family life and local culture.

Student applicants must have a genuine interest in Japan, cultural sensitivity and pay their own travel expenses. Partial need-based scholarships may be available. Applicants must attend school in the City of Santa Cruz.

Applications will be available by August 30, 2019 at cityofsantacruz.com. Applications are due November 15, 2019 by 5:00 pm.

Past participants have said: "This was a great, life-changing program that I would absolutely recommend to anyone!" "Would go again!" "Amazing and wonderful." "A great way to learn about Japanese culture."

Want more information? Attend the slide show and presentation Thursday, October 9, 2019 at 6:30 pm at the Downtown Branch of the Library to learn more!

Questions? Call Sister Cities Shingu committee member Gayle McCallum at 831-460-0675 and leave a message.

**Santa Cruz
SISTER CITIES**



SCSC – Coordination Sub-Committee

Chair Laura Ciravolo

May, 3 2021

Activity update (March-April 2021)

Sub-committee composition - new member addition

- Roberta Atzori, Assistant Professor of Sustainable Hospitality Management at CSUMB, would like to join the Sub-Committee. Meetings were held to discuss programs to share with the other committees in line with the new layer of programming (Climate Change, Coastal Erosion, Ocean Pollution, and green/blue economic development)
- Internships:
 - ✓ The City of Santa Cruz will support SCSC in recruiting students. Candidate profiles were drafted for Social Media and Environmental & Sustainability Internship. Interviews are in the process
 - ✓ Contact were set with SMCCCD, UCSC and CCC Sustainability managers

Database

- Database architecture and fields were developed
- Database filling is ongoing (Sestri Levante and Biarritz Committees contacts information were added)

Stakeholders Engagement

- Meeting with sub-committee chairs (Sestri Levante) and City of Santa Cruz (Tiffany Wise-West) focused on strategy to engage stakeholders were held
- Support was provided in finding ideas for a grant application from the Department of State/US Mission/Italy

Planned activity (May-June 2021)

Sub-committee composition

- Searching activity for new potential members
- recruiting process for internships

Database

- Database implementation

Stakeholders

- Meeting with Committee members
- Support for grant application from Department of State/US Mission/Italy
- Coordination with Shingu Committee to coordinate the “Youth Sister Cities Collaboration platform project” replication with other Sister Cities

CITY OF SANTA CRUZ
Parks & Recreation Department
323 Church Street
Santa Cruz, California 95060



SISTER CITIES COMMITTEE

Regular Meeting Minutes - DRAFT

March 8, 2021

**7:00 PM GENERAL BUSINESS AND MATTERS OF PUBLIC INTEREST,
ZOOM: <https://zoom.us/j/96400572410>**

Sister Cities Committee

Call to Order - 7:03 PM

Roll Call - Laura Ciravolo, Chandra Donohue, Leo Jed, Andrei Kiktev, Jason McCluskey, Michele S. Peregrin (7:12 PM), Andrea Rosenfeld, Isabelle Tuncer, Anita Wood; Vice-Chair Marta Beckwith and Chair Douglas Hull.

Staff: Rachel Kaufman and Tremain Hedden-Jones.

Presentations - *None.*

Statements of Disqualification - *None.*

Oral Communications - *None.*

Announcements

Superintendent R. Kaufman provided announcements on NGO and email requests; the city attorney would need to review any agreement and Council may need to be involved; the process starts with the committee first; provided an update on the possibility of creating a santacruzsistercities.org email account.

Chair D. Hull responded with concerns of using private emails for official city (committee) business; strongly encouraged to complete the CityServe volunteer waiver forms; spoke on procedures for agenda items; will be now be in compliance with standard agenda reports.

Approval of Minutes

1. Approval of the minutes for the Sister Cities Committee Regular Meeting on January 11, 2021.
2. Approval of the minutes for the Sister Cities Committee Special Meeting and Retreat on January 20, 2021.
3. Approval of the minutes for the Sister Cities Committee Special Meeting and Retreat on January 27, 2021.

MOTION: Committee Member A. Wood, seconded by Committee Member A. Rosenfeld, moved to approve the minutes from January 11, January 20 and January 27, 2021 meetings of the Sister Cities Committee as submitted.

ACTION: The motion was carried by the following vote:

AYES:	Committee members Ciravolo, Donahue, Jed, Kiktev, McCluskey, Peregrin, Rosenfeld, Snook, Tuncer, and Wood; Vice-Chair Beckwith and Chair Hull.
NOES:	None.
Abstain:	None.
Absent:	None.

General Business

4. Acceptance of the Financial Report.

Chair D. Hull spoke on the process of the financial statements versus the FY21 budget; requests that the chairs of the various subcommittees formulate their spending requests by the next regular meeting in May 2021.

Superintendent R. Kaufman commented that no major changes to the budget due to COVID.

Committee members asked about expenditures for use prior to June 30. Current FY and justification for next FY.

5. Formation of an Ad Hoc Subcommittee on Production.

Chair D. Hull provided background on the creation of subcommittees; spoke on desire to establish the committees at the retreat; spoke on COVID restrictions for travel and improvements with technology, wish to pivot

towards higher quality produced online events.

MOTION: Committee Member A. Rosenfeld, seconded by Committee Member C. Donahue, moved to approve the formation of an ad hoc subcommittee on production for the purpose of for identifying, evaluating, and sourcing technology to augment the quality of virtual events.

ACTION: The motion was carried by the following vote:

AYES:	Committee members Ciravolo, Donahue, Jed, Kiktev, McCluskey, Peregrin, Rosenfeld, Snook, Tuncer, and Wood; Vice-Chair Beckwith and Chair Hull.
NOES:	None.
Abstain:	None.
Absent:	None.

6. **Formation of an Ad Hoc Subcommittee on Drafting.**

Chair D. Hull provided background on the item on the adoption policy for Friendship and Sister City; spoke on incomplete items and lack of clarity in relationship status; align with SCI exit strategies.

Committee members asked if the policy was in conformity with exit relationship guidelines; asked if the document can be updated for the current situation and to bring into conformity (formation and dissolution of ties).

MOTION: Vice-Chair M. Beckwith, seconded by Committee Member M. Peregrine, moved to approve the formation of an ad hoc subcommittee on drafting for the purpose of reviewing and updating the Santa Cruz Friendship and Sister City Adoption Policy.

MOTION TO AMEND: Committee Member J. McCluskey, seconded by Committee Member L. Jed, move to the direction of the ad hoc subcommittee on policy be to review, revise and update as needed, the sister city and friendship city adoption policy focusing on the selection criteria and to keep the termination section as is.

Committee members deliberated on the merits of the matter and their impact on current sibling relationships that are not active.

ACTION: The motion to amend was carried by the following vote:

AYES:	Committee members Jed, Kiktev, McCluskey, Snook, Tuncer and Wood;
NOES:	Ciravolo, Peregrin, Rosenfeld; Vice-Chair

Beckwith and Chair Hull.
ABSTAIN: None.
ABSENT: None.

ACTION: The amended motion was carried by the following vote:

AYES: Committee members Ciravolo, Donahue, Jed, Kiktev, McCluskey, Peregrin, Rosenfeld, Snook, Tuncer, and Wood; Vice-Chair Beckwith and Chair Hull.
NOES: None.
Abstain: None.
Absent: None.

7. Formation of four (4) standing subcommittees focused on Coordination, Fundraising, Marketing, and Youth Engagement.

MOTION: Committee member A. Kiktev, seconded by Committee member A. Rosenfeld, moved to extend the meeting time to 9:30 pm.

Chair D. Hull provided background on the item; new events, existing and new programs;

MOTION: Committee Member M. Beckwith, seconded by Committee Member I. Tuncer, moved to approve the formation of four (4) standing subcommittees that shall conduct ongoing work focused on coordination, fundraising, marketing, and youth engagement.

J. McCluskey commented that this is very ambitious and is concerned by the bandwidth.

ACTION: The motion was carried by the following vote:

AYES: Committee members Ciravolo, Donahue, Jed, Kiktev, McCluskey, Peregrin, Rosenfeld, Snook, Tuncer, and Wood; Vice-Chair Beckwith and Chair Hull.
NOES: None.
Abstain: None.
Absent: None.

Information Items - *None*.

Subcommittee Oral Reports

8. Oral Reports Given by the Subcommittee Chairs.

1. Shingu, Japan

Committee member A. Rosenfeld commented that August 2021 programs were cancelled due to travel restrictions; March 9 virtual events; art work.

2. Alushta, Ukraine

Committee members L. Jed and A. Kiktev provided a report; Alushta has several restrictions due to COVID; will be looking for information to include on SC website.

3. Sestri Levante (Riva Trigoso), Italy

Committee I. Tuncer commented that the writing contest is still going, deadline extended to Mar 19.

4. Jinotepe, Nicaragua

Committee member A. Wood suggested a photo and poetry exchange; share recipes and future cooking demonstrations.

5. Puerto La Cruz, Venezuela

No report.

6. Biarritz, France

Chair D. Hull commented that there is a meeting on ocean climate platform meeting on Mar 16; Ways of Change conference on June 8.

7. Sister Cities Support

No report.

Adjournment - 9:10 PM

expdetl.rpt

05/07/2021 11:19AM

Periods: 0 through 14

Expenditure Detail Report

Page: 1

CITY OF SANTA CRUZ
07/01/2020 through 06/30/2021

101 General Fund
 30 Parks and Recreation
 40 Parks and Recreation Administration
 3101 Parks and Recreation Administration

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
101-30-40-3101-52000 SERVICES						
101-30-40-3101-52152 Program services - outside	6,500.00	0.00	0.00	0.00	6,500.00	0.00
10/28/2020 ap-invoice IN 09212020		26.89				
Line Description: binders Document Description : SISTER CITIES REIMBURSEMENT						
Vendor: 033963 ROSENFELD, ANDREA Check # 254146						
10/28/2020 ap-invoice IN 09212020		43.65				
Line Description: Frame and mat for proclamation Document Description : SISTER CITIES REIMBURSEMENT						
Vendor: 033963 ROSENFELD, ANDREA Check # 254146						
10/28/2020 ap-invoice IN 09212020		131.89				
Line Description: mail framed proclamation to Sh Document Description : SISTER CITIES REIMBURSEMENT						
Vendor: 033963 ROSENFELD, ANDREA Check # 254146						
3/15/2021 ap-invoice IN 2325/FEB21		810.00				
Line Description: Sister Cities International - Document Description : 4246 0445 5563 2813						
Vendor: 002644 U.S. BANK CORPORATE PAYMENT Check # 257803						
101-30-40-3101-52152 Program services - outside	6,500.00	1,012.43	1,012.43	0.00	5,487.57	15.58
Total General Fund	6,500.00	1,012.43	1,012.43	0.00	5,487.57	15.58
Grand Total	6,500.00	1,012.43	1,012.43	0.00	5,487.57	15.58

Santa Cruz Sister Cities – Biarritz bi-monthly report

Activities March 2021 to May 2021

1. Introduced Save the Waves team to Waves of Change team;
2. Participated in monthly planning meeting with Ocean Climate Platform;
3. Reviewed membership needs and strategy with city Climate Action Manager for participation in annual WoC and OCP forum;
4. Acquired candidate suggestions from SC Arts Council, and SC Symphony League;
5. Recruited Save the Waves Program mgr to the committee;
6. Interviewed candidate for green/blue economic growth vector;
7. Planned mayors virtual introductions in June;
8. Presented Biarritz Santa Cruz strategy in SCI's call with US Consulate Sr. staff from Marseille;
9. Drafted US State Dept grant for September events.

Activities planned May/June/July

1. Finalize and submit State Dept grant;
2. Conduct virtual mayors introductions and committee members;
3. Plan September delegation;
4. Explore art pilot concept with gallery owners;
5. Finalize budget for September delegation and September art pilot;
6. Begin planning for 2022 surfing competition;
7. Define sponsorship strategy for 2022 and 2023 events in coordination with Biarritz;
8. Recruit qualified business leader to complete standing Biarritz committee.

DMH 05/03/'21

**Sestri sub-committee meeting
Report
May 1st 2021**

Activities over the last two months:

- Organized two sub-committee meetings: March 10 and April 28 2021
- Welcomed two new members: Laura Ciravolo and Chandi Wyant
- Worked on the Hans Christian Andersen writing contest (reading and ranking entries, notifying participants, entering 1st prizes in the international contest, organizing the award ceremony: scheduling, script, awards).
- Sent a signed copy of "[Hindsight 2020](#) - Looking Back on a Tumultuous Year in Santa Cruz County" to Mayor Ghio in Sestri Levante
- Had Shmuel Thaler donated the right to use one of his pictures to be used in a "History Wall" between Sestri and Santa Cruz.
- In the process of organizing a virtual student exchange where Italian and US students already committed to the exchange program will participate in a photo exchange project. Santa Cruz students already submitted their pictures.
- Invited (and submitted) two Santa Cruz students to enter the 2021 Young Artists and Authors Showcase organized by Sister Cities International. This year' theme: United in Hope.
- Organized Italian lessons in the fall (through Dante Alighieri) for the Santa Cruz students going to Sestri in 2022.
- Collaborated with 2 artists/curators Marla Novo and Justin Collins and Doug Hull to submit a Letter of Intent to the City Arts Design Recovery (CARD) Pilot Grant Program 2021. The project, if accepted, will celebrate the Italian laborers that significantly contributed to our area's vibrancy.
- Budgeted for 2021-22
- Called for artists for a Seal/Logo that embodies the relationship between Sestri and Santa Cruz.
- In the process of gathering ideas for a [Grant from Department of State/US Mission/Italy](#)
- Scheduled next meeting on Wednesday May 27th at 7pm

Activities over the next two months:

Follow up on:

- Hans Christian Andersen Award Ceremony (scheduled June 8)
- History Wall
- Virtual Photo Exchange
- Seal
- Grant from Department of State

Report from Shingu subcommittee for May 2021

The Shingu subcommittee met on April 13th. The committee reviewed the virtual events it held with students in Shingu and Santa Cruz. On 4/6 & 4/9 we had 2 successful events. On the 6th, eight Santa Cruz students and four Shingu students played Pictionary, on the 9th, five Santa Cruz students and two Shingu students did origami together. Committee members Barbara and Linda were greatly helped by Giuliana Alfinito, a former JET scholar who had lived in Shingu currently living on the E. Coast. In Shingu, Madoka, and JLT teachers Elizabeth, Cynthia and Christine were the primary organizers. In Shingu, many sister city committee members attended the opening portion of the event, and both events were reported with photos in the Shingu newspaper. They will be sending gifts to our students. We will decide on distribution when they arrive. We will be sending some trinkets and sweatshirts or t-shirts to their students. Artwork and some limited edition posters and gifts were sent to Shingu in April to mark the 45th anniversary. The committee is currently purchasing gifts to have for the next year prior to the fiscal year's end. The next meeting will be on May 18th at 6:30 PM.

Submitted by Andrea Rosenfeld, Co-Chair, Shingu Subcommittee 4-30-21