



CITY MANAGER'S OFFICE

CITY HALL
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CITY COUNCIL STAFF REPORT

Date: December 2, 2025

Subject

Establishment of a New Friendship City Relationships with Xuhui District, Shanghai, People's Republic of China and Danzhou, Hainan Province, People's Republic of China

Recommended Action

Approve the establishment of new Friendship City relationships with:

1. Xuhui District, Shanghai, People's Republic of China; and
2. Danzhou, Hainan Province, People's Republic of China

Background

The Cupertino City Council established its Friendship City program in September 2016. Although less formal than a Sister City relationship, a Friendship City relationship is an additional way to foster international cooperation at a local level. The City currently has four Friendship Cities that were recently renewed this year, which can be viewed at the [Sister and Friendship City webpage](#).

In November, the City received new Friendship City applications from Xuhui District, Shanghai, People's Republic of China (Xuhui) (Attachment A) and Danzhou, Hainan Province, People's Republic of China (Attachment B). The Sister and Friendship City policy (Attachment C) requires that all proposed Friendship City relationships must have Councilmember or community sponsorship and be approved by the City Council. Mayor Liang Chao has sponsored this organization and has requested that the City Council consider approving them as a new Friendship City.

Reasons for Recommendation and Available Options

The Friendship City relationships within Cupertino are coordinated and managed by local committees of community members and require minimal staff involvement. These committees maintain communication with the affiliate city, while coordinating and implementing activities related to the Friendship City Program. Both applicants have indicated that a formal committee will be established upon approval of their application.

If approved, the City will issue a signed Letter of Intent (Attachments D and E) establishing the Friendship City relationships between Cupertino and Xuhui and Cupertino and Danzhou. Each

Friendship City relationship would last for two years and may be renewed administratively in 2027.

Sustainability Impact

No sustainability impact.

City Work Program (CWP) Item/Description

None

Council Goal:

Quality of life

Fiscal Impact

The Sister and Friendship City policy (Attachment C) states that each member of a delegation may receive a gift not exceeding \$25. There is staff time involved with the preparation of gifts, presentations, and tours, but Friendship Cities do not receive direct funding or facility waivers from the City.

California Environmental Quality Act

No California Environmental Quality Act impact.

Prepared by: Astrid Robles, Senior Management Analyst

Reviewed by: Kirsten Squarcia, Interim Deputy City Manager/ City Clerk

Approved for Submission by: Tina Kapoor, City Manager

Attachments:

A – Friendship City Application - Xuhui District, Shanghai, People’s Republic of China

B - Friendship City Application - Danzhou, Hainan Province, People’s Republic of China

C – Policies and Guidelines on Sister Cities, Friendship Cities, and International Delegations for the City of Cupertino

D – Letter of Intent –Xuhui District

E - Letter of Intent –Danzhou