



CITY ATTORNEY'S OFFICE

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3403 • FAX: (408) 777-3366
CUPERTINO.ORG

CITY COUNCIL STAFF REPORT

Meeting: March 4, 2025

Subject

Study Session on updates to the Policies and Guidelines on Sister Cities, Friendship Cities, and International Delegations pertaining to international travel

Recommended Action

Study Session to consider, discuss and provide direction on revisions to the Policies and Guidelines on Sister Cities, Friendship Cities, and International Delegations pertaining to 1) international travel, including the addition of appropriate prior approvals for travel expenses and staff time away from usual duties at the City, and other related matters, and 2) staff time focused on supporting delegation visits to the City from Sister Cities and Friendship Cities.

Reasons for Recommendation

Over the past two years City staff have increased the time devoted to the Sister Cities and Friendship Cities programs. Clearer and defined expectations on these issues would be helpful.

The Sister Cities and Friendship Cities policy was adopted in 2005, and last updated in October 2023. The current policy is included as Attachment A.

Sustainability Impact

No sustainability impact anticipated.

Fiscal Impact

If updates are eventually adopted, such updates might permit the City Council to limit the number of trips and officials traveling to sister cities on an annual basis, which will result in savings.

California Environmental Quality Act

No California Environmental Quality Act impact.

Prepared by: Floy Andrews, City Attorney

Approved for Submission by: Pamela Wu, City Manager

Attachments:

A – 2023 Policies and Guidelines on Sister Cities, Friendship Cities, and International Delegations