

CC - 05-05- 2026

#1

Study Session: SV Hopper
Update

Desk Item



PUBLIC WORKS DEPARTMENT

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CITY COUNCIL STAFF REPORT SUPPLEMENTAL 1

Meeting: May 05, 2026

Agenda Item # 1

Subject

Silicon Valley Hopper: A program overview and proposed strategy for future grant funding.

Recommended Action

Receive an update on 2025 SV Hopper service metrics and support staff's proposal to pursue a Transit and Intercity Rail Capital Program (TIRCP) Cycle 8 application in coordination with partner agencies.

Background:

Councilmember questions focused on additional metrics related to the SV Hopper program. Questions requested additional performance data, including Cupertino-related trip activity, average riders per ride, trip length, key destinations, wait times, student utilization, vehicle utilization, and rider satisfaction.

Staff's responses to questions received from councilmember are shown in italics.

Q1: Thanks for the clear table with the funding of SV hopper program since 2023. I wonder whether we can expand the table to include all of the funding by Cupertino since the beginning of the program, before and during Covid?

Staff Response: The SV Hopper program originally launched as the Via-Cupertino pilot in 2019. The initial pilot was funded at \$1.75 million through the General Fund for an 18-month period. Service was later paused for approximately nine months during the COVID-19 pandemic.

Q2: The staff report states "For the program's first three years, Cupertino covers 58% of these costs... Starting in FY 26/27, Cupertino will be responsible for 39% of the non-grant-funded costs." How is the coverage percentage calculated? Based on the ridership numbers or just geological area sizes?

Staff response: This share is based on the area being served within each jurisdiction. For the first three years of the program, Cupertino's share was based on the portion of the service area located within Cupertino compared to the full Cupertino/Santa Clara service area. Beginning in FY 2026/27, Cupertino's share decreased because the expanded service area includes a larger portion of Santa Clara, reducing Cupertino's proportional share of costs.

Q2-2: Any information on the number of rides originating from Cupertino?

Staff response: Based on available trip data, approximately 60% of SV Hopper rides start and end in Cupertino. An additional 25% of rides either start or end in Cupertino.

Q3: The staff report states "In 2025, SV Hopper's cost per passenger, after accounting for TIRCP funding, was \$15.91. This reflects the fact that TIRCP covers 50% of the contract costs". Does this mean the total cost is in fact almost \$32 dollars per passenger?

Staff response: That is correct. The total operating cost per passenger is approximately \$32 before grant funding. The \$15.91 cost per passenger cited in the staff report reflects Cupertino/Santa Clara's cost after accounting for TIRCP grant funding, which covers approximately 50% of eligible contract costs.

Q4: Thank for the information on the number of rides. I hope that more data is provided. For example,

- What's the average riders per ride?
- What's the average length per ride, with and without the rides to CalTran or El Camino Hospital?
- What's the percentage of rides going to and from Caltrain, El Camino Hospital?
What's the average wait time at different hours of the day?

Staff response: The average Passengers per Loop is 1.4. Passengers per Loop measures the average number of passengers carried during the period between when a vehicle first becomes occupied and when it becomes empty again.

The average trip length is approximately 3 miles. Staff does not currently have the average trip length separated by specific destination types, such as Caltrain or El Camino Hospital. Isolating those trip destinations would require additional analysis.

About 10% of all SV Hopper trips either start or end at Caltrain, and approximately 2% either start or end at El Camino Hospital.

Average wait times vary by time of day, but the daily average wait time is 17 minutes.

Q5: How's the utilization for K-12 school students?

Staff response: A little over 50% of SV Hopper rider accounts are listed as student accounts, and riders must be at least 13 years old to ride alone. However, this category includes more than students ages 13-18 because De Anza College students are also eligible for the student discount. As a result, the available student account data provides a general indication of student use, but it does not allow staff to precisely determine the share of trips taken specifically by Cupertino students.

Q6: How many vehicles are operated by SV Hopper to support this program now?

Staff response: SV Hopper operates with 12 vehicles and 1 spare.

Q7: It seems there are some larger passenger vans with maybe 18 seats too? How are they utilized? What's the ridership numbers with and without those large passenger vans?

Staff response: SV Hopper does not operate 18-passenger vehicles. SV Hopper uses a mixed fleet that includes wheelchair-accessible vehicles (WAVs), and the WAVs can seat 5 ambulatory riders and 1 wheelchair passenger. While staff can identify trips associated with ADA rider accounts, the wheelchair-accessible vehicles are also available to the general public and are not used exclusively for ADA trips. They are matched when needed for wheelchair rider accounts, but may also serve other trips when available. As a result, the current data does not provide a clean ridership comparison between larger passenger vehicles and the rest of the fleet.

Q8: As I remember, when we first approved the Via program back in 2019 or 2020, we were told that the cost would be about \$12 with 3.5 riders per ride? My memory might not be reliable. What's a potential sustainable model for SV Hopper?

Staff response: In 2019, staff had informed Council that the target utilization rate would be 3.5 (average number of passengers per vehicle per hour). Cost per passenger was not projected; several potential funding models were presented to the Council, which considered total program costs and cost per vehicle-hour. The current SV Hopper program operates in a different cost environment from the original pilot, with a larger service area.

The most sustainable path forward is likely a blended funding model. This would include continuing to pursue long-term grant funding, while also recognizing that some level of local General Fund contribution would be needed to maintain service over time. In addition, conversation with regional transportation agencies for operating this program should continue.

Staff can also continue exploring supplemental revenue opportunities, including advertising and potential private-sector partnerships. However, based on preliminary discussions with Via, advertising revenue in other markets has generally provided only a limited offset to operating costs.

Q8: Have we done any user survey for SV Hopper? (from the usability of the app, to the riding experience, to the efficiency)

Staff response: Staff typically conducts an annual rider survey focused on demographics and general rider characteristics. The City has not conducted a separate user-experience survey specifically focused on app usability, ride experience, or service efficiency. However, the SV Hopper app does capture rider experience data through post-trip ratings. From December 2025 through April 30, 2026, SV Hopper received 20,436 bookings with rider ratings. Of those, 19,056 received a five-star rating. The average ride rating during this period was 4.9 out of 5.

Q9: Other cities have also adopted their own micro transit program, such as Sunnyvale, Milpitas. What do they use and the cost? Perhaps, they have done some comparative study before they adopted their program and we can get a copy of their staff report?

Staff response: Several nearby cities have adopted or are exploring microtransit programs, including Sunnyvale, Palo Alto, and Milpitas. Sunnyvale's citywide program will launch later this fall, and detailed information on program management, operating costs, and performance is not yet available.

Attachments Provided with Original Staff Report:

A. 2025 Completed Trips Map

CC - 05-05- 2026

#10

Updates to Sister City
Policy

Supplemental Report



CITY MANAGER'S OFFICE

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CITY COUNCIL STAFF REPORT

SUPPLEMENTAL 1

Meeting: May 5, 2026

Agenda Item #10

Subject

Updates to the Policy on Sister Cities, Friendship Cities, and International Delegations.

Recommended Action

Adopt the updated City of Cupertino's Policy on Sister Cities, Friendship Cities, and International Delegations.

Background

The proposed policy has been further updated to allow a Sister City Committee to remain "City supported" even if a student delegation is not possible due to international travel limitations outside the Sister City's control. Both the clean and redline versions of the policy have been updated to clarify that two or more community events per fiscal year can substitute a student delegation requirement. These are included with this supplemental report as Attachments D and E.

Staff's responses to questions received from councilmembers are shown in italics.

Q1: Thank you for restoring the language prior to the Oct. 2023 update to clarify that staff travel does require council approval. I do still hope to get some clarification on whether any international travel qualifies as "professional development" in any context at all, in our existing policies or contracts.

Staff response: Although not clearly prohibited in the travel and training policy, staff does not typically travel internationally for professional development. Staff will add clarification to the staff travel and training policy on the intent of the policy and to provide more clarity to staff.

Q2: Back in 2024 a staff traveled to visit a friendship city and the cost appears to have been charged as professional development, which does not require council approval. Is my understanding correct?

Staff response: In 2024, staff accompanied the Bhubaneswar Sister City Committee on a

delegation visit to our Sister City in Bhubaneswar, India, not a Friendship City. At that time, the policy did not require Council approval for staff travel.

Q3: In 2023, a staff travel to visit a sister city, which was approved by the City Council. What budget category was that travel expense charged to?


Staff response: This was expensed to the 100-12-120 600-629 account which is referred to as the "Materials, Conference, and Training" category and usually involves expenses related to staff travel related to conferences and training.

Attachments Provided with Original Staff Report:

- A. 2023 Policy on Sister Cities, Friendship Cities, and International Delegations
- B. Proposed 2026 Policy on Sister Cities, Friendship Cities, and International Delegations – Clean
- C. Proposed 2026 Policy on Sister Cities, Friendship Cities, and International Delegations – Redline

Attachments Provided with Supplemental Report:

- D. Revised Proposed 2026 Policy on Sister Cities, Friendship Cities, and International Delegations – Clean
- E. Revised Proposed 2026 Policy on Sister Cities, Friendship Cities, and International Delegations – Redline

 <p>POLICIES AND GUIDELINES ON SISTER CITIES, FRIENDSHIP CITIES, AND INTERNATIONAL DELEGATIONS FOR THE CITY OF CUPERTINO</p>	<i>Citywide Policy Manual</i> Policy #
	Attachments:
Effective Date:	Responsible Department: City Manager's Office
Related Policies & Notes: Prior versions: 2005, 2013, 2016, 2018, <u>2023</u>	

Background:

Cupertino has four active Sister Cities registered with Sister Cities International; the cities of Toyokawa, Japan; Hsinchu, Taiwan; Cupertino, Italy; and Bhubaneswar, India. In addition, Cupertino has established several Friendship City relationships and attracts many international delegations for cultural, educational, business, and economic development reasons. This policy is applicable to Sister Cities, Friendship Cities, and International Delegations, as defined below.

Definitions

- Sister City: An international municipality formally recognized by the City Council through an official agreement or resolution establishing an ongoing cooperative relationship.
 - City-Supported Committees: Sister City Committees with a student delegation are considered City-Supported Committees. If international travel is not possible for any unforeseen circumstances, two or more community events per fiscal year can substitute a student delegation.
 - Non-City-Supported Committees: Sister City Committees without a student delegation are considered Non-City-Supported Committees.

- Friendship City: A municipality that is formally acknowledged by the City Council as having a cooperative relationship with the City that is more limited or informal than a Sister City relationship.

- International Delegation: a group of representatives or officials from a foreign government, municipality, or organization, visiting the City for official or cultural purposes, without establishing an ongoing relationship.

- Dignitary: An official representative of the host Sister City or Friendship City who holds a position of authority, protocol status, or ceremonial leadership, and who is formally

receiving the delegation on behalf of the host government.

SISTER CITIES

Intent of Sister City Affiliations:

The City recognizes the value of developing people-to-people contacts as a way to further international communication and understanding. Sister City partnerships have proved very successful in fostering educational, technical, economic, and cultural exchanges.

Sister City relationships are effective only when organizations of interested residents in one community work with interested residents in another city to promote communication and understanding among people of different cultures.

The ideal affiliation should involve a large number of citizens and organizations in both cities, engaging in exchanges of people, ideas and cultures on a long-term, continuing basis.

The City intends to provide limited financial support to those Sister City Committees that operate student exchange programs. Those Sister City organizations which do not operate student exchange programs shall be completely financially independent from the City, except for limited City facility use.

Definitions

- ~~• City Supported Committees: Sister City Committees with a student delegation are considered City Supported Committees.~~
- ~~• Non City Supported Committees: Sister City Committees without a student delegation are considered Non City Supported Committees.~~

Sister City Citizen Committee Responsibilities (Receiving City Support):

- Identify, manage, coordinate, and implement all activities related to the Sister City Program.
- Establish a formal, incorporated 501(c)(3) structure, with officers and subcommittees.
- Solicit donations and in-kind contributions from the local community as appropriate.
- Maintain communication with the affiliate Sister City Committee, ensuring the counterpart committee is equally committed to the program.

- Finance activities from fundraising efforts and resources other than public funding, including all travel and program expenses, postage, fax, copying, and printing costs for events in which the City is participating. This includes fundraising or securing gifts for special celebrations, such as anniversaries.
- Prepare a detailed budget including funds raised through fundraising efforts and public (City) funding for events and activities and keep track of expenses. The budget should show funds available and should identify adequate, ongoing funding sources for program activities.
- Work with City staff at least one month in advance in arranging official promotional gifts and meetings for foreign delegations. For local groups traveling abroad and bringing promotional gifts, similar notice is required, unless waived by the City Manager.
- Meet the following eligibility —requirements/annual submittals by the end of the fiscal year:
 - Proof of 501(c)(3) status
 - Detailed accounting of prior year actual revenue and expenses
 - Certify that student delegation occurred during the fiscal year
 - Summary of prior year activities
 - Proposed budget plan
 - Fundraising plan

Sister City Citizen Committee Responsibilities (Not Receiving City Support):

- Identify, manage, coordinate, and implement all activities related to the Sister City Program.
- Establish a formal, incorporated 501(c)(3) structure, with officers and appropriate functional sub committees.
- Solicit donations and in-kind contributions from the local community as appropriate.
- Maintain communication with the affiliate Sister City Committee, ensuring the counterpart committee is equally committed to the program.
- Meet the following eligibility requirements/annual submittals by the end of the fiscal year:
 - Proof of 501(c)(3) status
 - Detailed accounting of prior year actual revenue and expenses
 - Certify that a student delegation did not occur during the fiscal year
 - Summary of prior year activities
 - Proposed budget plan
 - Fundraising plan

City of Cupertino Responsibilities (With regard to City supported Sister City Committees):

Coordinated through the City Manager’s Office, the City will serve as a support for

programs and activities by:

- Providing ~~for~~ set-up and complimentary access to a large City facility, including large meeting rooms and the Civic Center Plaza, for three community events, not including festivals, per Sister City per fiscal year. All cost of food, drinks, and materials are the responsibility of the Sister City Committee. Any facility usage must comply with all regulations outlined in the facility rental information and policies.
- Providing the use of conference meeting room space (up to 18 per fiscal year) at no cost to the Sister City Committee for related activities. Conference meeting room space does not include Cupertino Community Hall, Senior Center Reception Hall, or the Quinlan Community Center's Cupertino Room or Social Room. Any facility usage must comply with all regulations outlined in the facility rental information and policies. Cancellations within 48 hrs. of a reservation will be counted as a use for that fiscal year.
- The City shall accept gifts from the Sister City, which will be considered the property of the City and may be displayed at a City facility or offered to the Sister City Committee at City's discretion.
- The City will establish and maintain a written record of said gifts, regardless of actual or perceived monetary value. The written gift log will include: donation City, gift date, gift occasion (if applicable), and whether they are being offered to the Sister City Committee.
- Providing up to \$2,500 per year for a Sister City with a student exchange program of up to 9 student delegates and up to \$5,000 per year for a Sister City with a student exchange program of 10 or more student delegates.
- Sister City Committees that are hosting a festival must also adhere to the City's festival procedures outlined on the City Festival webpage.

~~Coordinated through the City Manager's Office, the City will serve as a support for Sister City programs and activities by:~~

- Providing access to postage, fax, copying and printing equipment to Sister City Committee members for support of Sister City events in which the City is participating. City staff is not responsible for preparing mailings or printed materials.
- ~~Providing the use of meeting room space (up to 18 per calendar year) at no cost to the Sister City Committee for related activities. Meeting room space does not include Cupertino Community Hall or the Quinlan Community Center's Cupertino Room.~~
- Providing City promotional gift items, when budget allows, typically given at community events to government representatives and student delegations from visiting countries. These include but are not limited to: branded t-shirts, pens, reusable bags, and lapel pins. The cost of each promotional gift or gift bag shall

not exceed \$25. Additional gifts presented to members of a Sister City delegation are the responsibility of the Sister City Committee.

- Councilmembers on an official delegation visit to a Sister City or Friendship City typically present a gift to the host city dignitary, such as the Mayor. This host-City dignitary gift should not exceed \$200.
- Facilitating participation of City officials.

City of Cupertino Responsibilities (With regard to non-City supported Sister City Committees):

- The City shall maintain registration with the Sister Cities International organization.
- Provide the use of conference meeting room space (up to 4 per fiscal calendar year) at no cost to the Sister City Committee for related activities. For additional conference meeting room uses, non-City supported Sister City Committees shall be charged the facility use resident non-profit rate on the rental of any City facility. Meeting room space does not include Cupertino Community Hall, Senior Center Reception Hall, or the Quinlan Community Center's Cupertino Room or Social Room. Any facility usage must comply with all regulations outlined in the facility rental information and policies. Cancellations within 48 hrs. of a reservation will be counted as a use for that fiscal year.
- If the sister city committee has prepared a student delegation and requires a large meeting room space, the City Manager, or designee, may approve complimentary access to a large city facility.

Travel and Program Expenses:

Program Expenses:

- The City Council will, as part of its annual budget adoption process, establish a program budget for anticipated City supported Sister City program activities. This budget will include up to \$2,500 for a Sister City with a student exchange program of up to 9 student delegates and up to \$5,000 for a Sister City with a student exchange program of 10 or more student delegates, as funds allow. The City Council will consider funding for student delegations with less than four students on a case-by-case basis. An additional \$5,000 will be considered for adult delegation visits every 5 years. This adopted budget, less the cost of the Sister City membership fee, will be remitted to the Committee once an accounting of the prior year's expenditures has been received and reviewed by the Finance Department. These funds represent the City's sole monetary commitment each fiscal year with the exception of the items listed above.

Travel Expenses:

- The City will pay 50% of one trip per year, as budget allows, for the Mayor or

another City Councilmember, as designated by the Mayor, their designee, provided the trip is in conjunction with an official delegation.

- All other Council or City Staff travel for Sister City programs shall be funded by Sister City Committee fundraising activities, when feasible, or by the individual traveling council or staff member, unless authorized in advance by the City Council.

New Affiliations:

To ensure that there is a broad base of community support for a global partnership, the citizen committee responsible for implementing the Sister City program should include at least 10 active Cupertino residents who are committed to making a new affiliation successful.

No more than one Sister City relationship may be established in any given country.

Proposal Process

The new Sister City Committee will prepare and submit the following to the City of Cupertino:

- Detailed demographic profile of the prospective city
- Application for a formal, incorporated 501(c)(3) structure, with officers and appropriate subcommittees
- Documentation of broad-based community support, with a minimum of 10 members on the organizing committee
- A preliminary program plan outlining objectives and funding sources

If the City Council adopts a resolution establishing a new Sister City relationship, the City shall register that new Sister City with Sister Cities International. If the proposed new Sister City Committee desires to operate a student exchange program (with a minimum of 4 student delegates and open to any school within the Cupertino Union School District and/or Fremont Union High School District boundaries) and demonstrates that it can meet its responsibilities as a City supported Sister City Committee, the budget for the following year shall be adjusted, if approved by Council, to provide for financial support^(OBJ).

Terminating a Sister City Affiliation

While regrettable, it is sometimes necessary for a city to terminate a Sister City affiliation. Sister City affiliations are meant to be long-standing, official city linkages that involve extensive community participation beyond government. For a variety of reasons, a Sister City relationship may lose community interest and support, and Cupertino or the Sister City may opt to terminate the Sister City relationship.

If a Sister City affiliation is inactive for a period of three years and there is a lack of community support for the Sister City relationship to continue, the City may initiate the process to terminate the Sister City affiliation with the Sister City and Sister Cities International. Termination process resulting from inactivity shall be administered by the City Manager or designee, who shall inform the partner sister city of the decision through a written letter. The City Manager's Office will reach out to each Sister City Committee 60 days prior to termination. City Manager's Office shall also inform the Council of the termination through an informational memo.

Definition of Inactivity

Sister Cities would be considered inactive if all of the following occur for three consecutive years:

- No event or delegation visits organized.
- No log or record provided by the Sister City Committee to the City Manager's Office of correspondence maintained with the affiliate Sister City Committee.
- No correspondence between the City of Cupertino and the local Sister City Committee.

FRIENDSHIP CITIES

Intent of Friendship City Affiliations:

The City recognizes the value of developing people-to-people contacts as a way to further international communication and understanding. Friendship city partnerships can be effective in fostering increased global cooperation and communication. Friendship cities may be established, however, they will not be considered official Sister Cities and are not eligible for City funding.

New Affiliations:

All proposed Friendship City relationships must have Councilmember ~~or~~ and community sponsorship and be approved by the City Council. The Friendship City will submit a Friendship City application to the City of Cupertino, which requires sponsorship from a Council Member and a citizen's committee to ensure the new affiliation is successful. If approved, the City will issue a signed Letter of Intent establishing the Friendship City relationship.

A Friendship City affiliation will be effective for two years and may be renewed administratively every two years. They City may have no more than six Friendship City relationships at any given time.

Friendship City Committee Responsibilities:

- Identify, manage, coordinate and implement all activities related to the Friendship City program.

- Maintain communication with the affiliate Friendship City, ensuring the counterpart is equally committed.
- Work with City staff at least one month in advance in arranging official promotional gifts and meetings for foreign delegations. For local groups traveling abroad and bringing city gifts, similar notice is required, unless waived by the City Manager.

City of Cupertino Responsibilities:

Coordinated through the City Manager’s Office, the City will:

- Issue a signed Letter of Intent establishing a new Friendship City relationship in an effort to assist international delegation visits from the Friendship City.
- Provide City promotional items typically given at community events to government representatives from visiting countries **not to exceed \$25 each**, -as the budget allows. These may include, but are not limited to: City t-shirts, pens, reusable bags, and lapel pins, to the extent there remains a budgeted amount to purchase such gifts and promotional items.
- Councilmembers on an official delegation visit to a Sister City or Friendship City typically present a gift to the host city dignitary, such as the Mayor. This host-City dignitary gift should not exceed \$200.
- Facilitate meetings with City officials.
- Conduct tours of city facilities.

Travel and Program Expenses:

Friendship City travel and program expenses will be treated as those of international delegations and will follow the guidelines outlined in this policy in the “Travel and Program Expenses” section under “INTERNATIONAL DELEGATIONS.” Friendship Cities must establish a 501(c)(3) tax exempt organization before participating in the travel program.

Renewal of Friendship City Relationship

Friendship City renewals should be requested by an official of the Friendship City with support of the Friendship City Committee. The Friendship City Committee should submit a renewal application, which includes:

- Intent to renew letter from Friendship City official on official letterhead.
- Summary of Friendship City delegation visits to Cupertino hosted by the Committee over the last two years.
- Summary of Cupertino delegation visits hosted by Friendship City.
- Description of activities held and outcomes.
- How the relationship has been mutually beneficial for Cupertino and the friendship community.
- An updated profile of the Friendship City Committee.

Notification of the intent to renew the Friendship City relationship should be sent to the City at least 60 days in advance to ensure sufficient time to process the renewal. Renewals will be processed administratively through the City Manager’s Office. Friendship City committees are not required to prepare a presentation for the City Council. However, Friendship City committees may submit presentation materials to be included as part of the renewal process.

Terminating a Friendship City Affiliation:

A Friendship City affiliation will be effective for two years. After two years the Friendship City affiliation will automatically expire unless renewed. Renewal requests after the expiration date has passed will be considered at the City Manager’s discretion.

While regrettable, it is sometimes necessary for a city to terminate a Friendship City affiliation prior to the end of the two-year term. For a variety of reasons, a Friendship City relationship may no longer be mutually beneficial, and Cupertino or the Friendship City may opt to terminate the Friendship City relationship by notifying the City Manager’s Office in writing.

INTERNATIONAL DELEGATIONS

Intent of International Delegations:

The City recognizes the value of developing people-to-people contacts as a way to further international communication and understanding.

Delegations must contact city staff at least 60 days in advance in arranging meetings, unless waived by the City Manager.

Travel and Program Expenses:


Program Expenses -

The City Council will, as part of its annual budget adoption process, establish a program budget for promotional items for delegations. Promotional gifts shall not exceed the cost of \$25 each, as budget allows.

~~Councilmembers on an official delegation visit to a Sister City or Friendship City typically present a gift to the host city dignitary, such as the Mayor. This host City dignitary gift should not exceed \$200.~~

Travel Expenses -

International travel to International Delegations and Friendship Cities shall be at the expense of the traveling Councilmember or any accompanying staff member unless authorized in advance by the City Council.

 <p>POLICIES AND GUIDELINES ON SISTER CITIES, FRIENDSHIP CITIES, AND INTERNATIONAL DELEGATIONS FOR THE CITY OF CUPERTINO</p>	<i>Citywide Policy Manual</i> Policy #
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- Dignitary: An official representative of the host Sister City or Friendship City who holds a position of authority, protocol status, or ceremonial leadership, and who is formally

receiving the delegation on behalf of the host government.

SISTER CITIES

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Definitions

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Sister City Citizen Committee Responsibilities (Receiving City Support):

- Identify, manage, coordinate, and implement all activities related to the Sister City Program.
- Establish a formal, incorporated 501(c)(3) structure, with officers and subcommittees.
- Solicit donations and in-kind contributions from the local community as appropriate.
- Maintain communication with the affiliate Sister City Committee, ensuring the counterpart committee is equally committed to the program.

- Finance activities from fundraising efforts and resources other than public funding, including all travel and program expenses, postage, fax, copying, and printing costs for events in which the City is participating. This includes fundraising or securing gifts for special celebrations, such as anniversaries.
- Prepare a detailed budget including funds raised through fundraising efforts and public (City) funding for events and activities and keep track of expenses. The budget should show funds available and should identify adequate, ongoing funding sources for program activities.
- Work with City staff at least one month in advance in arranging official promotional gifts and meetings for foreign delegations. For local groups traveling abroad and bringing promotional gifts, similar notice is required, unless waived by the City Manager.
- Meet the following eligibility —requirements/annual submittals by the end of the fiscal year:
 - Proof of 501(c)(3) status
 - Detailed accounting of prior year actual revenue and expenses
 - Certify that student delegation occurred during the fiscal year
 - Summary of prior year activities
 - Proposed budget plan
 - Fundraising plan

Sister City Citizen Committee Responsibilities (Not Receiving City Support):

- Identify, manage, coordinate, and implement all activities related to the Sister City Program.
- Establish a formal, incorporated 501(c)(3) structure, with officers and appropriate functional sub committees.
- Solicit donations and in-kind contributions from the local community as appropriate.
- Maintain communication with the affiliate Sister City Committee, ensuring the counterpart committee is equally committed to the program.
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City of Cupertino Responsibilities (With regard to City supported Sister City Committees):

Coordinated through the City Manager’s Office, the City will serve as a support for

programs and activities by:

- Providing ~~for~~ set-up and complimentary access to a large City facility, including large meeting rooms and the Civic Center Plaza, for three community events, not including festivals, per Sister City per fiscal year. All cost of food, drinks, and materials are the responsibility of the Sister City Committee. Any facility usage must comply with all regulations outlined in the facility rental information and policies.
- Providing the use of conference meeting room space (up to 18 per fiscal year) at no cost to the Sister City Committee for related activities. Conference meeting room space does not include Cupertino Community Hall, Senior Center Reception Hall, or the Quinlan Community Center's Cupertino Room or Social Room. Any facility usage must comply with all regulations outlined in the facility rental information and policies. Cancellations within 48 hrs. of a reservation will be counted as a use for that fiscal year.
- The City shall accept gifts from the Sister City, which will be considered the property of the City and may be displayed at a City facility or offered to the Sister City Committee at City's discretion.
- The City will establish and maintain a written record of said gifts, regardless of actual or perceived monetary value. The written gift log will include: donation City, gift date, gift occasion (if applicable), and whether they are being offered to the Sister City Committee.
- Providing up to \$2,500 per year for a Sister City with a student exchange program of up to 9 student delegates and up to \$5,000 per year for a Sister City with a student exchange program of 10 or more student delegates.
- Sister City Committees that are hosting a festival must also adhere to the City's festival procedures outlined on the City Festival webpage.

~~Coordinated through the City Manager's Office, the City will serve as a support for Sister City programs and activities by:~~

- Providing access to postage, fax, copying and printing equipment to Sister City Committee members for support of Sister City events in which the City is participating. City staff is not responsible for preparing mailings or printed materials.
- ~~Providing the use of meeting room space (up to 18 per calendar year) at no cost to the Sister City Committee for related activities. Meeting room space does not include Cupertino Community Hall or the Quinlan Community Center's Cupertino Room.~~
- Providing City promotional gift items, when budget allows, typically given at community events to government representatives and student delegations from visiting countries. These include but are not limited to: branded t-shirts, pens, reusable bags, and lapel pins. The cost of each promotional gift or gift bag shall

not exceed \$25. Additional gifts presented to members of a Sister City delegation are the responsibility of the Sister City Committee.

- Councilmembers on an official delegation visit to a Sister City or Friendship City typically present a gift to the host city dignitary, such as the Mayor. This host-City dignitary gift should not exceed \$200.
- Facilitating participation of City officials.

City of Cupertino Responsibilities (With regard to non-City supported Sister City Committees):

- The City shall maintain registration with the Sister Cities International organization.
- Provide the use of conference meeting room space (up to 4 per fiscal calendar year) at no cost to the Sister City Committee for related activities. For additional conference meeting room uses, non-City supported Sister City Committees shall be charged the facility use resident non-profit rate on the rental of any City facility. Meeting room space does not include Cupertino Community Hall, Senior Center Reception Hall, or the Quinlan Community Center's Cupertino Room or Social Room. Any facility usage must comply with all regulations outlined in the facility rental information and policies. Cancellations within 48 hrs. of a reservation will be counted as a use for that fiscal year.
- If the sister city committee has prepared a student delegation and requires a large meeting room space, the City Manager, or designee, may approve complimentary access to a large city facility.

Travel and Program Expenses:

Program Expenses:

- The City Council will, as part of its annual budget adoption process, establish a program budget for anticipated City supported Sister City program activities. This budget will include up to \$2,500 for a Sister City with a student exchange program of up to 9 student delegates and up to \$5,000 for a Sister City with a student exchange program of 10 or more student delegates, as funds allow. The City Council will consider funding for student delegations with less than four students on a case-by-case basis. An additional \$5,000 will be considered for adult delegation visits every 5 years. This adopted budget, less the cost of the Sister City membership fee, will be remitted to the Committee once an accounting of the prior year's expenditures has been received and reviewed by the Finance Department. These funds represent the City's sole monetary commitment each fiscal year with the exception of the items listed above.

Travel Expenses:

- The City will pay 50% of one trip per year, as budget allows, for the Mayor or

another City Councilmember, as designated by the Mayor, ~~their designee~~, provided the trip is in conjunction with an official delegation.

- All other Council or City Staff travel for Sister City programs shall be funded by Sister City Committee fundraising activities, when feasible, or by the individual traveling council or staff member, unless authorized in advance by the City Council.

New Affiliations:

To ensure that there is a broad base of community support for a global partnership, the citizen committee responsible for implementing the Sister City program should include at least 10 active Cupertino residents who are committed to making a new affiliation successful.

No more than one Sister City relationship may be established in any given country.

Proposal Process

The new Sister City Committee will prepare and submit the following to the City of Cupertino:

- Detailed demographic profile of the prospective city
- Application for a formal, incorporated 501(c)(3) structure, with officers and appropriate subcommittees
- Documentation of broad-based community support, with a minimum of 10 members on the organizing committee
- A preliminary program plan outlining objectives and funding sources

If the City Council adopts a resolution establishing a new Sister City relationship, the City shall register that new Sister City with Sister Cities International. If the proposed new Sister City Committee desires to operate a student exchange program (with a minimum of 4 student delegates and open to any school within the Cupertino Union School District and/or Fremont Union High School District boundaries) and demonstrates that it can meet its responsibilities as a City supported Sister City Committee, the budget for the following year shall be adjusted, if approved by Council, to provide for financial support^(OBJ).

Terminating a Sister City Affiliation

While regrettable, it is sometimes necessary for a city to terminate a Sister City affiliation. Sister City affiliations are meant to be long-standing, official city linkages that involve extensive community participation beyond government. For a variety of reasons, a Sister City relationship may lose community interest and support, and Cupertino or the Sister City may opt to terminate the Sister City relationship.

If a Sister City affiliation is inactive for a period of three years and there is a lack of community support for the Sister City relationship to continue, the City may initiate the process to terminate the Sister City affiliation with the Sister City and Sister Cities International. Termination process resulting from inactivity shall be administered by the City Manager or designee, who shall inform the partner sister city of the decision through a written letter. The City Manager's Office will reach out to each Sister City Committee 60 days prior to termination. City Manager's Office shall also inform the Council of the termination through an informational memo.

Definition of Inactivity

Sister Cities would be considered inactive if all of the following occur for three consecutive years:

- No event or delegation visits organized.
- No log or record provided by the Sister City Committee to the City Manager's Office of correspondence maintained with the affiliate Sister City Committee.
- No correspondence between the City of Cupertino and the local Sister City Committee.

FRIENDSHIP CITIES

Intent of Friendship City Affiliations:

The City recognizes the value of developing people-to-people contacts as a way to further international communication and understanding. Friendship city partnerships can be effective in fostering increased global cooperation and communication. Friendship cities may be established, however, they will not be considered official Sister Cities and are not eligible for City funding.

New Affiliations:

All proposed Friendship City relationships must have Councilmember ~~or~~ and community sponsorship and be approved by the City Council. The Friendship City will submit a Friendship City application to the City of Cupertino, which requires sponsorship from a Council Member and a citizen's committee to ensure the new affiliation is successful. If approved, the City will issue a signed Letter of Intent establishing the Friendship City relationship.

A Friendship City affiliation will be effective for two years and may be renewed administratively every two years. They City may have no more than six Friendship City relationships at any given time.

Friendship City Committee Responsibilities:

- Identify, manage, coordinate and implement all activities related to the Friendship City program.

- Maintain communication with the affiliate Friendship City, ensuring the counterpart is equally committed.
- Work with City staff at least one month in advance in arranging official promotional gifts and meetings for foreign delegations. For local groups traveling abroad and bringing city gifts, similar notice is required, unless waived by the City Manager.

City of Cupertino Responsibilities:

Coordinated through the City Manager’s Office, the City will:

- Issue a signed Letter of Intent establishing a new Friendship City relationship in an effort to assist international delegation visits from the Friendship City.
- Provide City promotional items typically given at community events to government representatives from visiting countries **not to exceed \$25 each**, -as the budget allows. These may include, but are not limited to: City t-shirts, pens, reusable bags, and lapel pins, to the extent there remains a budgeted amount to purchase such gifts and promotional items.
- Councilmembers on an official delegation visit to a Sister City or Friendship City typically present a gift to the host city dignitary, such as the Mayor. This host-City dignitary gift should not exceed \$200.
- Facilitate meetings with City officials.
- Conduct tours of city facilities.

Travel and Program Expenses:

Friendship City travel and program expenses will be treated as those of international delegations and will follow the guidelines outlined in this policy in the “Travel and Program Expenses” section under “INTERNATIONAL DELEGATIONS.” Friendship Cities must establish a 501(c)(3) tax exempt organization before participating in the travel program.

Renewal of Friendship City Relationship

Friendship City renewals should be requested by an official of the Friendship City with support of the Friendship City Committee. The Friendship City Committee should submit a renewal application, which includes:

- Intent to renew letter from Friendship City official on official letterhead.
- Summary of Friendship City delegation visits to Cupertino hosted by the Committee over the last two years.
- Summary of Cupertino delegation visits hosted by Friendship City.
- Description of activities held and outcomes.
- How the relationship has been mutually beneficial for Cupertino and the friendship community.
- An updated profile of the Friendship City Committee.

Notification of the intent to renew the Friendship City relationship should be sent to the City at least 60 days in advance to ensure sufficient time to process the renewal. Renewals will be processed administratively through the City Manager’s Office. Friendship City committees are not required to prepare a presentation for the City Council. However, Friendship City committees may submit presentation materials to be included as part of the renewal process.

Terminating a Friendship City Affiliation:

A Friendship City affiliation will be effective for two years. After two years the Friendship City affiliation will automatically expire unless renewed. Renewal requests after the expiration date has passed will be considered at the City Manager’s discretion.

While regrettable, it is sometimes necessary for a city to terminate a Friendship City affiliation prior to the end of the two-year term. For a variety of reasons, a Friendship City relationship may no longer be mutually beneficial, and Cupertino or the Friendship City may opt to terminate the Friendship City relationship by notifying the City Manager’s Office in writing.

INTERNATIONAL DELEGATIONS

Intent of International Delegations:

The City recognizes the value of developing people-to-people contacts as a way to further international communication and understanding.

Delegations must contact city staff at least 60 days in advance in arranging meetings, unless waived by the City Manager.

Travel and Program Expenses:

Program Expenses -

The City Council will, as part of its annual budget adoption process, establish a program budget for promotional items for delegations. Promotional gifts shall not exceed the cost of \$25 each, as budget allows.

~~Councilmembers on an official delegation visit to a Sister City or Friendship City typically present a gift to the host city dignitary, such as the Mayor. This host City dignitary gift should not exceed \$200.~~

Travel Expenses -

International travel to International Delegations and Friendship Cities shall be at the expense of the traveling Councilmember or any accompanying staff member unless authorized in advance by the City Council.

CC - 05-05-2026

#14

Letter Regarding State
Housing Legislation

Supplemental Report



CITY MANAGER'S OFFICE

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CITY COUNCIL STAFF REPORT

SUPPLEMENTAL 1

Meeting: May 5, 2026

Agenda Item #14

Subject

Authorization for Mayor to Sign Multi-Jurisdictional Letter Regarding State Housing Legislation as updated by the Council Ad Hoc Subcommittee

Recommended Action

Authorize the Mayor to sign a joint letter from various cities within the County to Speaker Robert Rivas expressing concerns regarding the volume and implementation of recent state housing and land use legislation.

Staff's response to a question received from a councilmember are shown in italics.

Q1: Could you please provide a redline version or point out the changes made from the original letter proposed by Mayor Turner?

Staff response: The redline version is included with this supplemental as Attachment B.

Attachments Provided with Original Staff Report:

A. *Revised Letter to Speaker Rivas*

Attachments Provided with Supplemental 1:

B. *Revised Letter to Speaker Rivas - Redline*

~~March 12, 2026~~

Dear ~~Hon.~~ Speaker Rivas,

~~Prompted by the dialogue and engagement resulting from Thank you for the opportunity to attend your Legislative Day on February 25, we write to you to express our common view on the state's recent streak of new housing and land use legislation. These laws often impose local costs that are difficult for cities to absorb in these times of fiscal constraint, and which can operate contrary to their intended purpose.~~

~~I greatly appreciated the invitation and the chance to hear directly about your priorities as well as from other legislators. The dialogue and engagement were both informative and encouraging.~~

~~I am writing to As such we respectfully ask request for your leadership in minimizing the number considering a temporary pause on the passage of new laws that require local implementation, and your help in promulgating legislation that would reduce local costs in such implementation. We also feel that this recalibration would be especially meaningful alongside an effort to determine what legislation is working, and what isn't.~~

~~housing legislation while the Legislature undertakes a comprehensive review of the significant body of housing laws enacted in recent years. Your suggestion to examine what is working and what is not within our existing statutory framework is both timely and prudent.~~

~~We appreciate the Legislature's attention and focus on affordability issues, and specifically on the topic of housing. Over the past several years, nearly 150 scores of housing-related and land use bills have been signed into law, received the Governor's signature, with approximately 50 new housing measures enacted in 2025 alone. Many of the 2025 measures went into effect with the Governor's approval of the budget, including key changes to the California Environmental Quality Act. This extraordinary pace. This extraordinary pace reflects the Legislature's strong commitment to addressing California's housing challenges.~~

~~However, Tthe volume and speed of these changes have, however, also created substantial implementation costs and administrative pressures for local governments charged with carrying them out.~~

~~City governments across the state are increasingly overwhelmed by the continuous stream of new housing legislation introduced and enacted each legislative cycle. This proposition is especially true for legislation that necessitates local implementation. Planning departments, housing divisions, and legal teams are working diligently to interpret, integrate, and operationalize new requirements, often while prior mandates remain are still in early~~

stages of implementation. Nowhere is this phenomenon more evident than in the current process for revising accessory dwelling unit (ADU) ordinances designed to create clear local pathways for applicants seeking to build,¹ or in the Housing Element Law's No Net Loss standards requiring unanticipated updates to city General Plans² in order to maintain zoned capacity. In other instances, legislation simply knits together poorly with local regulations informed by local context and which state law may not contemplate at all. In these cases, a city may feel compelled to safeguard local resources through new land use regulations that require additional expense, such as revisions to a General Plan, that require additional environmental review, plus the retention of consultants and outside legal counsel.

The result is a growing strain on administrative capacity, limited opportunity to evaluate outcomes, and difficulty ensuring consistent and effective application of state policy.

¹ A local implementation ordinance is the vehicle through which applicants know how to make successful applications to build ADUs. It is also the means by which city staff know how to process such applications. Currently, the California Department of Housing and Community Development (HCD) oversees and approves local ADU implementation ordinances. Almost every year since 2016, there has been one or more new ADU-related laws. Accordingly, each year, cities can expect to update their ADU implementation ordinance and will need to seek HCD approval of the same. Should HCD send a letter requesting repeal of an ADU ordinance, a city will have limited time in which to respond. Updating these ordinances and responding to HCD requires staff time, sometimes the retention of outside consultants, additional legal review, and multiple public hearings. All of these efforts force the reallocation of financial resources and limited time.

² Housing Element Law requires cities to plan for growth in satisfaction of their share of the Regional Housing Needs Allocation. Under this statute, cities must plan for and retain enough zoned capacity over the course of (ordinarily) an 8-year planning cycle. HCD reviews and certifies whether a city's Housing Element "substantially complies" with the Housing Element Law. This process mandates significant public engagement and analysis (all costing hundreds of thousands to millions of dollars) to ensure these plans affirmatively further fair housing under Assembly Bill 686 (2018), and typically must demonstrate, under Assembly Bill 1397 (2017), that sites identified to fulfill the required zoned capacity are likely to develop as housing. In addition, state law requires cities to plan for housing development affordable at various income levels based on area median incomes. State law contains numerous safe harbors that allow cities to count zoned capacity for moderate, low, and very-low income levels (i.e. below market rate affordability levels) based on permissible development densities *as a matter of law*. However, when sites *actually* receive development applications, those applications often do not match the anticipated affordability levels sanctioned by state law. As a result, a site that state law allows a city to count as, for example, 50 moderate income homes, might develop instead as 45 market rate homes and 5 moderate income homes instead. Such a project application would meet the requirements of the Housing Accountability Act and likely *require* a city to approve it. The city would then be legally required to approve a project that leaves it with a deficit in zoned capacity for moderate income housing. Under the state's No Net Loss Law (Senate Bill 166 (2017)), the city would then have to identify other sites that allow the city to maintain sufficient zoned capacity for moderate income housing. In so doing, on an abbreviated 180-day timeframe, the city would have to go through a Housing Element revision process mirroring the original (expensive) adoption process with significant public outreach, environmental review, and HCD examination in order to stay in compliance with state law. This process is a bonanza for planning consultants and law firms, but a tax on local coffers. Some cities (for instance, Cupertino) already face this reality despite having adopted an aggressive capacity buffer to minimize such risk. Many others will face it soon. This difference in how state law *plans* for zoned capacity, and how real-world applications *count* actual units threatens to knock any city out of compliance as housing development applications are approved—an ironic result indeed. Cities and HCD would benefit from reducing this sort of administrative headache and expense through new legislation that more closely aligns how we plan for zoned capacity and how we count it for No Net Loss purposes.

~~Simultaneously, the need to use scarce local resources for this purpose forces cities to sacrifice other local priorities that are responsive to local needs. Simply put, cities have only so many staff hours to use in a year. Local governments that cannot adequately respond to local needs lose local trust. Our State and regional agencies such as the California Department of Housing and Community Development and the Association of Bay Area Governments attempt-are attempting to provide technical assistance related to implementation-but that is also delayed with the quantity of new mandates. However, Guidance on implementation often comes six months to a year after the mandate is in new laws go into effect.~~

~~Restraining new legislation that requires local implementation and promoting measures that would curtail local costs would help cities and policymakers of all policy orientations to save general fund resources and rationalize housing and land use regulation. Conducting a comprehensive review of existing legislation in this space A deliberate pause would not signal retreat from the state's housing goals. Rather, it would demonstrate a commitment to thoughtful governance and evidence-based policymaking. Taking the next two years to refrain from enacting additional housing statutes would provide the Legislature, in partnership with local governments and stakeholders, with the would provide a meaningful opportunity to:~~

- Review housing laws passed within the last four years
- Evaluate measurable outcomes and unintended consequences
- Identify redundancies, conflicts, or areas requiring clarification
- Assess administrative and fiscal impacts on local jurisdictions
- Strengthen and refine existing statutes where necessary

Such a review would help ensure that California's housing framework is coherent, effective, and sustainable. ~~It would also allow local municipalities to focus on full and faithful implementation of existing mandates rather than continuously adjusting to new ones.~~

Your leadership in advancing a structured review process could foster collaboration between the State and local governments, strengthen public confidence, and ultimately produce more durable and ~~impactful-meaningful~~ housing policy.

Thank you for your continued commitment to addressing California's housing needs and for considering this request. ~~We~~ appreciate your thoughtful attention to this matter and your ongoing service to the people of California.

Sincerely,

~~Mark Turner~~

~~Mayor~~

CC - 05-05- 2026

#19

Municipal Code
Amendments

Desk Item



ADMIN SERVICES DEPARTMENT

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10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
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CITY COUNCIL STAFF REPORT DESK ITEM

Meeting: May 5, 2026

Agenda Item #19

Subject

Introduction and first reading of an ordinance amending Cupertino Municipal Code Sections 1.10, 2.20, 2.24, 2.48, 2.88, 3.12, and 3.38 to reflect organizational changes related to departmental structure and responsibilities.

Recommended Action

Introduce and conduct the first reading of Ordinance No. 26-____: "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CUPERTINO AMENDING MUNICIPAL CODE CHAPTERS 1.10, 2.20, 2.24, 2.48, 2.88, 3.12, AND 3.38."

Background:

Staff's responses to questions received from councilmember are shown in italics.

Q1: Would the City create a new position for the head of the Human Resources as a result? What's the financial impact to the City.

Staff response: No new executive-level position is being created as part of this reorganization. The existing Human Resources Manager will continue in that role and will now report directly to the City Manager as a division within the City Manager's Office, rather than as part of a separate department. The reorganization is administrative in nature and does not have any fiscal impact.

Q2: How many employees are under the Human Resources now? How many employees are under the City Manager's Office? How many employees are under the new Finance Department?

Staff response: The Human Resources Division, including the Human Resources Manager, consists of 5 full-time (FT) employees.

Excluding the recently transitioned Human Resources Division, the City Manager's Office consists of 21 FT and 2 part-time (PT) budgeted employees. The City Manager's Office staffing by division is as follows:

- *City Manager and Support: 7 FT*
- *City Attorney: 3 FT*
- *City Clerk: 5FT*
- *Communications: 2 FT, 1 PT*
- *Economic Development: 1FT*
- *Emergency Operations: 3 FT, 1 PT*
- *Human Resources: 5 FT*

The Department of Finance consists of 13 FT and 2 PT employees. There are no changes to the total number of staff as a result of this reorganization; the changes are limited to reporting structure and departmental alignment.

Q3: How many executive-level positions do we have now? Such as the directors and assistant directors and assistant and deputy city managers.

Staff response: There are currently ten members of the Executive Team:

1. *City Manager*
2. *Deputy City Manager*
3. *City Attorney*
4. *Senior Assistant City Attorney*
5. *City Clerk*
6. *Chief Technology Officer*
7. *Director of Administrative Services*
8. *Director of Community Development*
9. *Director of Parks and Recreation*
10. *Director of Public Works*

Additionally, there are three Assistant Director positions for departments that are primarily public-facing (Community Development, Parks and Recreation, and Public Works). The Assistant City Manager position was eliminated earlier in the fiscal year.

Q4: The term "Department of Administrative Services" is mentioned in other city policies, such as the Investment Policy, I think. Perhaps the Resolution should mention that the term mentioned in other finance policy documents would refer to the Department of Finance?

Staff response: Staff is currently compiling all Council-adopted policies and administrative

documents that reference the Director of Administrative Services or the Department of Administrative Services. These documents will be updated to reflect the new Department of Finance and Director of Finance titles, as appropriate, to ensure consistency across City policies.

Q5: The revised Muni Code under the section for City Treasurer states "The Treasurer shall pay out all moneys owed by the City including obligations incurred by improvement bonds thereof on certification of the Director of Finance (formerly of "Administrative Services") that such are due and owing." But the Muni Code does not state whether the Director of Finance is the City Treasurer or not.

The City Council to appoint the City Treasurer specifically at a council meeting. It's not clear from the Muni Code whether the Director of Finance is automatically the City Treasurer or the appointment still has to be made by the Council?

Staff response: Cupertino Municipal Code Section 2.48.020 (A)(3) establishes that the department head (formerly Director of Administrative Services, now Director of Finance) shall also serve as the City Treasurer and act as ex officio Assessor.

Consistent with this provision, the Director of Administrative Services/Finance has historically served as the City Treasurer by virtue of the Municipal Code, and a separate Council appointment is not required. The proposed amendments maintain this structure and are limited to updating the title to Director of Finance for consistency.

Attachments Provided with Original Staff Report:

- A. Draft Ordinance No. 26- ____
- B. Redline of proposed Municipal Code amendments

CC - 05-05- 2026

#23

Councilmember Reports

Supplemental Reports



CITY COUNCILMEMBER REPORT

Meeting: May 5, 2026

Reporting Councilmember: Councilmember J.R. Fruen

Report Dates: 4/14/26 to 4/27/26

Item Date, Title, and Description:

Event 1. April 19, 2026 – **Citizens for Better Community Gala** – I attended this annual community event to recognize community volunteers supporting CBC’s efforts over the years.

Event 2. April 22, 2026 – **Fremont Union High School District Earth Day** – I attended this event hosted by the Fremont Union High School District in partnership with multiple community organizations and stood in for Trustee Kou to deliver certificates of recognition to event fair participants.

Event 3. April 23, 2026 – **Santa Clara County Library District JPA Board Meeting** – I attended this meeting of our library JPA in my capacity as Cupertino’s representative on the Board.

Event 4. April 23, 2026 – **Cities Association of Santa Clara County JPA Executive Committee Meeting** – I attended this meeting to set the agenda for the upcoming Cities Association Board meeting and to help plan its future events in my capacity as the organization’s Vice President.

Event 5. April 25, 2026 – **Cupertino Cherry Blossom Festival** – Together with the whole city council, I attended the event put on by the Cupertino-Toyokawa Sister Cities Association. Despite the rain, it was very well attended.

Event 6. April 27, 2026 – **Meeting with the City Manager** – I met with City Manager Tina Kapoor to go over upcoming council agenda items, items of interest, and issues raised by residents.