



OFFICE OF THE CITY MANAGER

CITY HALL

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CITY COUNCIL STAFF REPORT

Meeting: November 20, 2018

Subject

Consider updates to the City's *Policies and Guidelines on Sister Cities, Friendship Cities, and International Delegations*.

Recommended Action

Approve amendments to *Policies and Guidelines on Sister Cities, Friendship Cities, and International Delegations*.

Background

Cupertino has four active sister city relationships registered with Sister Cities International: Toyokawa, Japan; Hsinchu, Taiwan; Copertino, Italy; and Bhubaneswar, India. All four operate student exchange programs and are registered 501(c)(3) non-profit entities, which make them eligible for City funding.

In June 2016, City Council began approving Friendship City relationships to promote a friendly exchange in the areas of economics, culture, education, innovation, and entrepreneurship between Cupertino and these friendship cities. The Sister City Policy was amended shortly thereafter to include Friendship City relationships and establish guidelines for staff and Friendship City Committees to accommodate these new relationships. A total of 27 Friendship City relationships have been established since 2016, 21 remain active (Attachment C).

Discussion

Our current guidelines state that Friendship City affiliations automatically expire after two years, unless the relationship is renewed. Six Friendship City affiliations have already expired with an additional 11 set to expire in December 2018. Of those set to expire, two cities have requested renewal of the Friendship City affiliation. However, no renewal criteria is outlined in the City's current policy.

Staff is proposing revisions to the City's *Policies and Guidelines on Sister Cities, Friendship Cities, and International Delegations* (Attachment A) that incorporates criteria for renewing Friendship City relationships. If approved, renewal criteria would include:

1. Intent to renew letter from Friendship City official on official letterhead

2. A report submitted to the City liaison, including
 - a summary of Friendship City delegation visits to Cupertino hosted by the Committee over the last two years;
 - a summary of Cupertino delegation visits hosted by the Friendship City;
 - a description of activities held and outcomes achieved;
 - how the relationship has been mutually beneficial for Cupertino and the friendship community; and
 - an updated profile of the Friendship City Committee.

Templates will be provided to Committees to facilitate the requirements. Friendship City Committees will also be expected to prepare a presentation for Council when the renewal item is being considered.

In addition to the renewal criteria, staff recommends clarifying certain sections of the policy, adding past practices previously not included in the policy, and increasing the promotional gift limit amount as the cost of these promotional items have increased. Staff recommends increasing the gift limit amount from \$15 to \$25. The gift limit has not been updated for over 4 years.

Lastly, 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 \$100. Currently, the policy is silent on this practice.

Sustainability Impact

No impact.

Fiscal Impact

The increase in the cost promotional items is estimated to be between \$500 and \$1,000 per year. However, no budget adjustment is being requested at this time.

Prepared by: Jaqui Guzman, Deputy City Manager

Approved for Submission by: Amy Chan, Interim City Manager

Attachments:

- A – Amended Policies and Guidelines on Sister Cities, Friendship Cities, and International Delegations (Redline)
- B – Amended Policies and Guidelines on Sister Cities, Friendship Cities, and International Delegations
- C – Cupertino Friendship Cities