



## CITY MANAGER'S OFFICE

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### CITY COUNCIL STAFF REPORT

Meeting: May 7, 2019

#### Subject

Reimbursement of up to \$1,750 in travel expenses for travel to Copertino, Italy, by the Mayor to join the adult delegation to Copertino Sister City in September 2019.

#### Recommended Action

Approve reimbursement of up to \$1,750 in travel expenses for travel to Copertino, Italy, by the Mayor to join the adult delegation to Copertino Sister City in September 2019.

#### Discussion

The Mayor has been asked to join the adult delegation to Copertino Sister City in September 2019. The current City Council Policies and Guidelines on Sister Cities, Friendship Cities, and International Delegations for the City of Cupertino states that the City will pay for 50% of one trip per year, per Councilmember, provided the trip is in conjunction with an official delegation. This request for up to \$1,750 will exceed the 50% allowance. Staff is scheduled to bring changes to the Sister Cities Policies and Guidelines, including the travel reimbursement policy, to the City Council for consideration on June 18, 2019, however the Mayor has requested to have this permission granted in advance so that travel arrangements can be made.

#### Sustainability Impact

No sustainability impact.

#### Fiscal Impact

Transfer of \$1,750 in funds from the City Manager's Discretionary Budget to the Council Budget.

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Prepared by: Timm Borden, Interim City Manager

Attachments: None