

## **Policy 7.3.24 International Friendly Exchange Relations**

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### **POLICY PURPOSE:**

The purpose of this policy is to provide guidelines for the City's limited international relations program.

### **POLICY STATEMENT:**

Exchanges with foreign municipalities may lead to increased global cooperation at the community/municipal level, promotion of cultural and educational exchanges, and fostering of community and economic development.

Friendly exchange relations create a reciprocal relationship between entities. This type of relationship exists in order to share experiences between the City of Sunnyvale and other selected cities in the world. These relationships involve an exchange of ideas and information between various components of a community including elected officials, government employees, and community members.

1. The purpose of Sunnyvale's friendly exchange relations with foreign cities is to:
  - A. Create opportunities for community members to experience and learn from other cultures;
  - B. Strengthen Sunnyvale's economic development;
  - C. Stimulate a culturally aware environment in which Sunnyvale and its partner city(ies) can creatively learn, work, and solve problems;
  - D. Collaborate with municipalities in other countries with similar goals; and
  - E. Promote information exchanges on the economy, trade, science and technology, culture, education, health, environmental protection, etc. in order to promote common prosperity and quality of life.
2. A proposed friendly exchange relations agreement shall only be entered into when there is a clearly defined benefit to the City of Sunnyvale and/or the community.
3. Any proposed agreement must be approved by Council action prior to enactment and signature. Any agreement entered into without such approval shall be considered void.
4. Any proposed agreement must include an opportunity for the City of Sunnyvale to terminate the agreement, in whole or in part, when such action is deemed to be in the City's best interest.
5. Funding budgeted for friendly exchange relations shall be limited to:

## COUNCIL POLICY MANUAL

- A.** The cost for visitors' gifts and staff time, for the purpose of coordinating meetings for visiting dignitaries with Council and staff, and securing appropriate City facilities for such meetings.
  - B.** Any staff time outside of those hours budgeted by Council must be authorized in advance by the City Manager. Due to limited City resources, the City Manager has the authority to limit new agreements and/or exchanges based on staff capacity.
  - C.** Any costs outside of those budgeted by the City, including costs for travel, meals, tours, tickets, accommodations, etc., shall be borne by the visiting dignitaries.
- 6.** A maximum of five relationships may be in effect at any given time, with no more than three relationships based in the same country. Should an additional relationship be considered, Council action would include direction on which of the existing relationships to terminate.
- 7.** The City Manager shall have full authority to develop and implement any administrative policies and practices deemed necessary to support the implementation of friendly exchange relations agreements. Potential international visitors pursuing an exchange with the City will need to comply with all administrative procedures and deadlines.
- 8.** Any proposed friendly exchange relations with specific cities must be documented by a Memorandum of Understanding between both cities. The Memorandum of Understanding must be signed by the mayors of both cities, or their delegates, in order to be valid. The proposed Memorandum of Understanding shall include the following three provisions:
  - A.** Adhering to the principle of equality and mutual benefit, both cities may initiate various information sharing opportunities and exchanges in terms of the economy, trade, science and technology, culture, education, health, environmental protection, etc. in order to promote common prosperity and quality of life.
  - B.** Leaders and relevant departments of both cities may keep in regular contact for the convenience of discussion and consultation on various issues of mutual interest.
  - C.** This Memorandum of Understanding may be terminated, in whole or in part, when such action is deemed by either city to be in its best interest.
- 9.** Each Memorandum of Understanding will automatically sunset three years from date of enactment. Staff will notify Council in advance of the sunset date via the city manager's weekly report and, if Council expresses potential interest in renewing the agreement, staff will analyze the value of the relationship to the City (activity, costs, benefits) in a brief report to Council.

10. Sample Memorandum of Understanding

**FRIENDLY EXCHANGE RELATIONS AGREEMENT  
between [CITY, COUNTRY]  
and SUNNYVALE, UNITED STATES OF AMERICA**

[City, Country], and Sunnyvale, the United States of America, wish to enhance the understanding and friendship between two cities, and agree to establish friendly exchange relations through friendly consultations as follows:

1. Adhering to the principle of equality and mutual benefit, both cities may initiate various information sharing opportunities and exchanges in terms of the economy, trade, science and technology, culture, education, health, environmental protection, etc. in order to promote common prosperity and quality of life.
2. Leaders and relevant departments of both cities may keep in regular contact for the convenience of discussion and consultation on various issues of mutual interest.
3. This friendly exchange relations agreement is signed in [*location – city, state, country*], on this [*date*] and shall take effect from the day that the Agreement has been signed by both sides.
4. This friendly exchange relations agreement is executed in [*foreign city's primary language*] and English in duplicate.
5. This friendly exchange relations agreement may be terminated, in whole or in part, when such action is deemed by either city to be in its best interest. The City of Sunnyvale shall consider this agreement expired three years from the date of enactment.

**City of [city], [*foreign country*]**

\_\_\_\_\_  
[Name], Mayor

**City of Sunnyvale, the United States of America**

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[Name], Mayor

(Adopted: RTC 03-097 (April 1, 2003); Revised RTC 07-215 (July 17, 2007))

Lead Department: Office of the City Manager