



REQUEST FOR ACTION

Mayoral Conference Travel - China - U.S. Sister Cities Conference

MEETING DATE:

May 4, 2026

ORIGINATING DEPT:

Office of the Mayor

AGENDA SECTION:

Consent Agenda

PRESENTER:

Mayor Norton

Action Requested:

Approving Mayor Norton attending the China-U.S. Sister Cities Conference not preauthorized by the City's travel policy in San Francisco, California, June 5, 2026.

Report Narrative:

The 8th China-U.S. Sister Cities Conference with the theme of "Shared Efforts for High Quality City Development," will focus on three topics: green development and city governance; culture and tourism; and education and youth. Attendees will include government officials, sister city representatives, and business leaders.

Mayor Norton will be attending the US Conference of Mayors (USCM) conference in Long Beach, California, at this same time and would include this one-day conference to her itinerary.

Priorities & Foundational Principles:

Economic Vibrancy & Growth Management
Fiscal Responsibility & Sustainability

Policy Considerations & DEI Impact:

The City Travel Policy notes the following: All out-of-state travel by the Mayor or City Council members must be for the purpose of official City business and requires pre-approval action by the Council even when such travel expenses were documented in the annual budget. The only exceptions are when out-of-state travel is for the National League of Cities [conferences], Conference of Mayors and Urban Land institute, contingent upon funding in the adopted budget. Further, approving this request for out of state travel supports the Mayor's ability to share information about the City's work and to learn about other opportunities that may benefit our community.

Fiscal & Resource Impact:

There is no conference registration or hotel accommodations needed. Airfare will be covered by the Mayor's travel and training budget.

Alternative Action(s):

No alternative actions are requested at this time.

Prepared By:

Michon Rogers

Attachments:

[Cover Page](#)

[Invitation Letter - Compliant](#)