

Annual Planning Time Frames

January Meeting

- Chair and Vice Chair Elections
- Lead commissioners send inquiry to sister city contact asking about planned visits through June; advise contacts of 12-week lead time

March Meeting

- Review expenses and remaining amounts

June Meeting

- Lead commissioners send inquiry to sister city contact asking about planned visits to Milpitas through December
- Student Delegations / Home Stays: stay in monthly contact throughout the summer

September Meeting

- Lead commissioners report on planned visits through December; advise contacts of 12-week lead time
- Sister Cities International: membership due

Payment Turnaround (invoices under \$5,000)

City can pay “Net 10” upon receipt of invoice. An invoice signed by the City Manager and turned-in for processing by Friday may have a check printed and mailed by the following Friday.