



# City of Sunnyvale

## Agenda Item

17-0544

Agenda Date: 3/14/2018

### REPORT TO PARKS AND RECREATION COMMISSION

#### **SUBJECT**

Review and Consider Recommendation to City Council to Approve a Special Agreement between the City of Sunnyvale and the Sunnyvale Sister City Association

#### **BACKGROUND**

At its meeting of June 21, 2016, the City Council approved elevating the relationship with the City of Iizuka, Japan from an informal Friendly Exchange Relations (FER) Agreement to a formal Sister City relationship. The Council also authorized funding of up to \$10,000 to be used for increased engagement with the Sunnyvale community, Sunnyvale Sister City Association (SSCA) and the City of Iizuka.

SSCA, a local non-profit organization focused on expanding the sister city relationship between Sunnyvale and Iizuka and increasing community engagement in Sunnyvale, has been a key community partner since the beginning of the relationship between the two cities in 2013. In providing these services, SSCA has utilized City facilities to host many of their community meetings, programs and events. Over the past year, SSCA has incurred approximately \$2,000 in expenses. These fees, together with other program expenses, has resulted in the use of the entire budget.

In order to continue support of SSCA activities in City facilities, staff is requesting authorization to enter into a Special Use Agreement with SSCA pursuant to Council Policy 7.2.4 Relationship with Outside Groups. This Agreement would allow use of City facilities in exchange for a corresponding level of in-kind volunteer service hours. This Agreement is intended to support use of City facilities only and is not intended to supplant any financial support the Council may wish to consider providing to the Sister Cities program through the normal budget process.

The purpose of this report is to seek the Commission's recommendation to Council on whether to enter into a Special Agreement with SSCA.

The City Council is scheduled to consider this item on April 10, 2018.

#### **EXISTING POLICY**

Council Policy 7.2.4 - Relationships with Outside Groups (Attachment 1)

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

**DISCUSSION**

Since its inception in 2013, SSCA has organized various programs and activities for the Sunnyvale community to promote, strengthen and expand the relationship between the two cities including:

- Two student exchange programs for middle and high school students: 1) Sunnyvale to Iizuka (S2I) in which Sunnyvale students stay with host families in Iizuka, and 2) Iizuka to Sunnyvale (I2S) in which the S2I students (as well as other Sunnyvale families) host visiting Iizuka students;
- An Adult Exchange Program which allows adults from both Iizuka and Sunnyvale to swap short homestays;
- Cherry blossom tree planting ceremonies and picnics in Sunnyvale schools and parks;
- Innovative robotics classes for middle school students taught by university students from Iizuka; and
- Participation in the City of Sunnyvale's annual State of the City event in 2016 and 2017 by organizing and staffing an information booth and interactive activity.

In doing its work, SSCA has utilized rooms at the Sunnyvale Community Center, park buildings and picnic sites to host community meetings, programs and events. Of the original \$10,000 in funding authorized by City Council, approximately \$2,000 has been used to fund SSCA's City facility rental fees. The following chart summarizes the facilities used and the rental value of each:

<b>Date</b>	<b>Purpose</b>	<b>City Facility Used</b>	<b>Total</b>
8/10/2016	Iizuka to Sunnyvale Student Exchange Program (I2S) Host Families Meet & Greet	Community Center: Community Room	\$180
8/19/2016	I2S Welcome Ceremony	Community Center: Ballroom	\$550
8/24/2016	I2S Farewell BBQ Party	Braly Park: Park Building and Picnic Areas 1-3	\$227
8/29/2016	I2S Host Family Debrief	Community Center: Boardroom	\$210
2/6/2017	Sunnyvale to Iizuka Student Exchange Program (S2I) Information Session	Community Center: Community Room	\$120
3/26/2017	S2I Japanese Language and Culture Class	Raynor Park: Park Building	\$60
4/2/2017	S2I Japanese Language and Culture Class	Community Center: Neighborhood Room	\$240
6/1/2017	S2I Final Meeting Before Trip	Community Center: Ballroom	\$263
7/6/2017	S2I Student and Parent Feedback Meeting	Community Center: Neighborhood Room	\$120
9/18/2017	Parent & Student Info Meeting for 2018 Exchange Programs	Murphy Park: Park Building	\$30
		<b>Total</b>	<b>\$2,000</b>

SSCA has continued to request City facilities and assistance in covering the rental fees. However, the \$10,000 funding authorized in June 2016 has been expended, (see Attachment 2 for the spending breakdown).

Per Council Policy 7.2.4 Relationship with Outside Groups, outside groups who provide a community service or promote an informed interest in the City's objectives, services, facilities and programs for the benefit of its residents and businesses are eligible to receive support from the City. For outside groups seeking to receive higher levels of support than that identified in the policy, such as a waiver of standard facility rental fees, a Special Agreement reviewed by the appropriate board or commission and approved by the City Council is required.

In consideration of the value of community benefit provided by SSCA and the Sister City program, staff is requesting authorization to enter into a Special Agreement with SSCA to provide the organization with City facility use in exchange for in-kind volunteer service hours equal to the estimated annual value of facility use requested by SSCA. In this way, the organization will benefit from continued use of City facilities and the City will benefit from both the on-going programs offered by SSCA as well as by their continued presence in City-sponsored activities.

#### **Contribution of In-Kind Volunteer Service Hours**

The City utilizes community volunteers in a variety of ways and recognizes their importance in the execution and success of special events. In exchange for the proposed waiver of facility use fees, the proposed Special Use Agreement requires SSCA staff to volunteer at least 39 hours each year at City sponsored events, including but not limited to:

- Hosting an information booth and interactive activity at the annual State of the City,
- Coordinating and managing a Japanese themed art-related workshop booth at the Hands on the Arts children's festival,
- Volunteering at Columbia Neighborhood Center's Family Fun Day or Fit and Fun Fair, or
- Hosting workshops at the Sunnyvale Public Library.

SSCA will be required to submit a plan to the City each year outlining how they will achieve the total number of hours required. The dollar value of the required volunteer hours is equivalent to the maximum value of facility rental being provided to SSCA each year. Per the Independent Sector, a national organization, California's estimated value of volunteer time is \$28.46/hour.

In exchange, the City will provide the following:

- Use of the Community Center Ballroom for up to four hours (includes set-up and clean-up time) during peak hours one time per fiscal year for SSCA organized meetings, programs or events at no charge to SSCA, based on availability;
- Use of the Community Center Ballroom for up to four hours (includes set-up and clean-up time) during off-peak hours one time per fiscal year for SSCA organized meetings, programs or events at no charge to SSCA, based on availability;

If SSCA utilizes the facility use options listed above, the maximum value of the facility rental will be \$1,100 per year. Please note that peak hours are from Friday at 6 p.m. through midnight on Sunday and off-peak hours are any time Monday through Thursday and Friday until 6 p.m.

Staff recommends an agreement with a three-year term, unless otherwise terminated in accordance

with the terms of the Special Agreement. It is also recommended that the City Manager be authorized to execute an extension of this Agreement for two additional two-year terms; provided SSCA has performed its responsibilities under the Agreement to the City's reasonable satisfaction. The proposed Special Agreement (Attachment 3) identifies the conditions in which SSCA would receive City facility use.

If approved, the Special Agreement would allow the City to continue to support the local efforts being coordinated by SSCA and reaffirm the City's continued commitment in expanding the Sister City relationship with the City of Izuka.

### **FISCAL IMPACT**

The value of facility rental being provided to SSCA through the Special Agreement will be no more than \$1,100 per year. This Special Agreement is not intended to be a substitute to any financial support the City Council may choose to authorize in support of the growing sister city relationship.

### **PUBLIC CONTACT**

Public contact was made by posting of the Parks and Recreation Commission agenda on the City's official-notice bulletin board, on the City's website, and the availability of the agenda and report in the Office of the City Clerk.

### **ALTERNATIVES**

1. Recommend that City Council approve and authorize the City Manager to execute the Special Agreement with Sunnyvale Sister City Association.
2. Other recommendations as determined by the Parks and Recreation Commission.

### **STAFF RECOMMENDATION**

Alternative 1: Recommend that City Council approve and authorize the City Manager to execute the Special Agreement with Sunnyvale Sister City Association.

Prepared by: Alisha Rodrigues, Community Services Coordinator II

Reviewed by: Daniel Wax, Superintendent of Community Services

Reviewed by: Cynthia E. Bojorquez, Director, Library and Community Services

Approved by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

### **ATTACHMENTS**

1. Council Policy 7.2.4 - Relationships with Outside Groups
2. Sister City Seed Funding Expenditures
3. Special Agreement with SSCA