

**SPECIAL AGREEMENT BETWEEN THE CITY OF SUNNYVALE AND
NEIGHBORHOOD ASSOCIATION**

This Agreement, dated _____ is between _____ ("NEIGHBORHOOD ASSOCIATION") and the City of Sunnyvale ("CITY").

1.0 AGREEMENT PURPOSE

The purpose of the Agreement is to formalize the partnership between the NEIGHBORHOOD ASSOCIATION and CITY. The intent is to strengthen neighborhood association support and facilitate clear communication between neighborhood community members and the City.

2.0 PARTIES

2.1. _____ is a Neighborhood Association, recognized as a group of residents that devote their time and energy to improve and enhance the geographic area in which they live. It helps to build a sense of community among neighbors, address a particular issue of the neighborhood, provide the neighborhood with an effective communication link with government officials and other influential groups, and empower residents to work together to improve their neighborhood.

2.2 CITY, through its Neighborhood and Community Services (NCS) Division within the Office of the City Manager, is responsible for coordinating neighborhood associations. As the direct link between City Hall and Sunnyvale's neighborhood associations, NCS works to strengthen community engagement by informing neighborhood associations of current City activities and events, addressing neighborhood concerns, and supporting association community-building efforts.

3.0 RESPONSIBILITIES OF NEIGHBORHOOD ASSOCIATION

NEIGHBORHOOD ASSOCIATION agrees to comply with the following in order to be officially recognized by the City and eligible to receive services provided by NCS.

3.1. Registration Officially register with NCS and maintain an updated Registration Form and Information Sheet.

3.2 Boundaries Have clearly stated boundaries that do not overlap those of any other neighborhood association, except to the extent that each neighborhood association affected agrees in writing. Boundaries usually encompass 40 – 800 households.

3.3 Membership Must be open to any person who lives in and/or owns

any real property within the recognized boundaries of the neighborhood association.

3.4 Active Status Must remain active in order to benefit from City services. Active status requires that the Neighborhood Association provide NCS staff with an updated Registration Form and Information Sheet at the beginning of every calendar year. The Neighborhood Association must also satisfy one of the following requirements:

- A. Hold at least one meeting or event per year; or
- B. Distribute a newsletter to all neighborhood association members at least once a year; or
- C. Develop an email group list of neighborhood association members and utilizing it at least once a year.

3.5 Non-Discrimination Must not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, age, disability, national origin, income, or political affiliation in any of its policies, recommendations, or actions.

3.6 Compliance with Laws Must comply with all state, federal, and local laws.

3.7 Bylaws Is encouraged to develop by-laws which govern the association's operations. By-laws may include the association purpose, boundaries, meeting schedule, and duties of officers.

4.0 RESPONSIBILITIES OF CITY

NEIGHBORHOOD ASSOCIATION is offered the following City services:

1. Distribution to officers of community meeting flyers, press releases and public hearing notices.
2. Placement on the Sunnyvale Neighborhood Association Registry and on the City's official neighborhood association map.
3. Placement on the City's website with links to the neighborhood association websites.
4. Assistance in securing City and community speakers for meetings.
5. Assistance in coordinating meetings with City staff or elected officials on issues of interest or concern to specific neighborhoods.
6. As City resources allow, free use of available park facilities for meetings and special events. The neighborhood association is required to reserve the facility, pick/up return a key to the Community Center, and setup/take down chairs and tables used. (To facilitate

neighborhood outreach, the association is encouraged to explore all options for meeting space including individual homes, schools, churches, and other community locations.)

In exchange for the free use of park facilities, the association must assist with the distribution of appropriate CITY information to neighborhood association members. This includes information about upcoming community meetings, events, and other informational items. Distribution of information is accomplished through neighborhood association newsletters, email groups, or at neighborhood association meetings.

7. Opportunities for connecting with organizations that support Sunnyvale neighborhood associations.
8. Opportunities for networking with other Sunnyvale neighborhood associations. A Neighborhood Association Quarterly Meeting is held every four months for neighborhood leaders to get together, share common concerns or issues, and learn about current City activities. Each neighborhood association is responsible for co-chairing a Quarterly Meeting with support from NCS staff. A meeting schedule and co-chair list will be developed by NCS staff and distributed to neighborhood associations at the beginning of each calendar year.
9. Information on how to start and maintain a neighborhood association.
10. One-time \$100 start-up grants for new neighborhood associations. \$20 of the grant must be used to register for and attend the United Neighborhoods of Santa Clara County's Annual Conference. The grant funding can also be used towards neighborhood events, starting a newsletter, or other neighborhood association initiation activities. The neighborhood association start-up grant is a simple application administered by NCS staff.

5.0 CITY REPRESENTATIVE

_____, or such other person as may be designated by the Assistant City Manager of CITY, shall represent CITY in all matters pertaining to the services to be rendered under this Agreement. All requirements of CITY pertaining to the services and materials to be rendered under this Agreement shall be coordinated through the CITY representative.

6.0 NEIGHBORHOOD ASSOCIATION REPRESENTATIVE

_____, shall represent the Neighborhood Association in all matters pertaining to the services to be obtained under this Agreement. All requirements of Neighborhood Association pertaining to the services under this Agreement shall be coordinated through the Neighborhood Association representative. If there is a change in

representative, the Neighborhood Association must notify CITY in writing of the name and contact information of the new representative.

7.0 NOTICES

All notices required by this Agreement shall be in writing, and shall be personally delivered, sent by first class mail with postage prepaid, or by electronic mail or fax, addressed as follows:

To CITY:

CITY OF SUNNYVALE
P. O. Box 3707
Sunnyvale, CA 94088-3707

Phone:
Fax:
E-mail:

To NEIGHBORHOOD
ASSOCIATION:

Phone:
Fax:
E-mail:

Each party may change the contact information by written notice in accordance with this section. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of three days after mailing, unless such date is a date on which there is no mail service. In that event communication is deemed to occur on the next mail service day.

8.0 TERMINATION

Either party shall have the right to terminate this Agreement for any reason upon ninety (90) days' written notice to the other party.

9.0 ENTIRE AGREEMENT

This writing constitutes the entire agreement between the parties relating to the services to be performed or materials to be furnished hereunder. No modification of this Agreement shall be effective unless and until such modification is evidenced by writing signed by all parties.

IN WITNESS WHEREOF, the parties have executed this Agreement.

ATTEST:

CITY OF SUNNYVALE ("CITY")

City Clerk

By _____
City Manager

APPROVED AS TO FORM:

NEIGHBORHOOD ASSOCIATION

City Attorney

By _____
President

Attachment A: City of Sunnyvale Facilities Usage Request Form