



City of Suisun City

PARTNERSHIP POLICY

1. **Policy Purpose:** The purpose of the Partnership Policy is to establish policies, guidelines and procedures that govern how partnerships between the City of Suisun City and external entities are evaluated, entered into and managed. This policy provides a framework for expanding opportunities for interested parties to engage the community and support the mission of the city.
2. **Partnership Purpose:** The purpose of a partnership is to expand or enhance services the city delivers to the community. Partnerships should be willing and able to mobilize additional resources for a variety of services while also promoting greater effectiveness of those services.
3. **Background:** For many years, the city has worked with a variety of organizations to provide programs, facilities, and service enhancements to Suisun City residents. The city seeks further expansion of partnerships to increase opportunities but minimize cost. With the goal of expanding partnerships, the city recognized the need to create more formal policies and procedures in order to ensure that the partnerships are consistent with the City of Suisun's Vision and that partners are treated with consistency and equity.
4. **Partnership Categories:**
 - Community Groups
 - Businesses or corporations
 - Social service clubs
 - Faith based community
 - Non-profit organizations
 - Volunteer/neighborhood organizations
 - Governmental entities
 - Public School Districts

Partners generally provide one or more of the following activities:

- Funding for programs or projects
- Volunteer time
- Programming or events
- Park and facility operational support and improvements
- In-kind goods and services
- Park and recreation facility development and maintenance

5. Definitions:

- **Partnership:** a working relationship with another organization that has compatible values and goals, which results in mutual benefit. The partnership may be formed around a single activity or event, or it may be long-term and multi-faceted. This definition of Partnership specifically excludes any agency or legal partnership as a separate business entity or joint venture relationship with the City.
- **Partner:** an individual, organization or group that, through a written agreement, provides a service or benefit to the city or Suisun City's citizens and in exchange receives benefits to their organization.
- **Partnership Application:** a standardized application each potential Partner completes and submits to the city.
- **Partnership Agreement:** a written and formally executed agreement between the city and an outside party that details the terms of the partnership. The Partnership Agreement must be signed by all parties, including formal execution in accordance with city laws, before partner work can begin.
- **Public Benefit:** an activity or service that accomplishes a public purpose promoting the needs, interests, social, economic and cultural well-being, or the health and safety of a community and complements the vision and direction of the city.
- **Guidelines:** All partnership applications are evaluated based upon the following guidelines. The guidelines are delineated by required conditions and compatible considerations.

Required Conditions:

- The Partnership must align with the City of Suisun Strategic Plan.
- The Partnership must comply with all applicable laws, rules and policies.
- The Partner must have the necessary competency, resources, or license(s) (if applicable) to engage in the proposed activity.
- The Partner must meet insurance coverage requirements as determined by the City's Risk Management Division.
- The Partner must agree to submit proposed activities to the city for review and approval.
- The Partner must agree to meet all applicable maintenance standards and construction requirements (if applicable)
- The Partner must attest to receiving and agree to following all communication requirements which include:

- Regular communication
- Public meetings (as necessary)
- Fundraising and development
- Branding requirements (City Logo)

Compatibility Considerations:

- Is the proposed Partnership activity consistent with the City of Suisun's strategic plan?
- Does the Partnership provide public benefit?
- Does the Partnership meet the needs and interests of underserved or diverse populations?
- Does the Partnership engage populations that otherwise do not utilize City of Suisun programs and services?
- If the proposed Partnership activity displaces existing programs or other Partner programs, does it allow the city to reallocate current resources to new programs and services, provide more benefit to the public or increase the efficiency of utilization of city resources?
- If the proposed Partnership activity is housed at a city facility and the activity is similar to a program that the city has already established at this facility, does the proposed activity add value?
- Does the Partnership require the city to commit resources or create the expectation of the city to commit resources in the future?
- Does the proposed activity adversely impact or restrict public access, or require an adverse change in use to parks, facilities, programs or natural areas?
- Does the proposed Partnership activity create public safety issues or concerns?
- Does the Partnership increase the city's capacity to deliver or enhance the quality of existing programs or services?
- Does the Partnership have the potential to reduce city operating, maintenance or capital costs?
- Will the Partnership provide money, labor (manual or employment), overall management or operational assistance to the city?
- Does the proposed Partnership activity negatively impact traffic, parking or the public's enjoyment?

- Will the proposed Partnership activity create noise that will be a disturbance to users or the surrounding community?
- Will the activities performed through the Partnership generate revenue to the City?

Potential Partnerships will be evaluated on a case-by-case basis based on the information in the Partnership Application. Applications may also require additional review or approval by the City Council.

6. **Process:** Potential Partnerships shall be evaluated on an individual basis and the following process must be followed:

- Partnership applications must be completed and sent to the Recreation, Parks, and Marina Department 90 days from the start of the requested activity. If the proposed partnership does not involve the Recreation, Parks, and Marina Department, it will be forwarded to the appropriate department director.
- Within 30 days of receiving the application, the department director will;
 - Identify appropriate staff to include in the evaluation of the proposed Partnership.
 - Staff will review application for content and assess the application utilizing the established guidelines.
 - Follow up with applicant as needed.
- Following review, the department director will make a recommendation to the City Manager whether the application should be approved or denied.
- City Manager will approve or deny the Partnership Application within 45 days after the Application was submitted.
- If fees are being requested to be waived, the Partner must complete the fee waiver process.
- If approved, the application will run through the following process:
 - Department director along with the City Attorney's Office (as required) will finalize the terms of the Agreement and prepare for formal execution.
 - Final execution will entail the creation of a Partnership Agreement or memorandum of understanding (MOU).
 - Signatures by the applicant, City Manager, and City Attorney (as necessary) to ratify the MOU.