

Guideline for Staffing Justification			
Name of Commission: Sister City/Friendship City/Delegations	Hours spent	Occurrences per year	Total hours per year
Approximate time spent at meetings	1.5	3	4.5
Approximate time spent on meeting prep	1.5	3	4.5
Approximate time spent on meeting follow-up	1	3	3
Activity or events: Delegation visits, Sister City lunches and dinners, Independence Day flag raising event	1	6	6
Activity or events: Coordination	0.5	6	3
Activity or events: Follow up	0.5	6	3
Translation services (After approval of Friendship Cities, friendship agreements are created and then translated, which are then reviewed by staff)	1	3	3
Past support services: Staff support, though minimal in the past, has been needed for Friendship City committee members, due to questions or request for help on certain issues	0.5	20	10
Sister City Support: Throughout the year Sister City Committees reach out for support for various issues, including room rentals, questions, requests	0.5	10	5
Sister City Reimbursements: Each year, Sister City committees are reimbursed funding for their activities	1.5	4	6
One-time Project: Sister City Committee has requested more meetings rooms every five years and former City Manager Amy Chan said to look into it; will meet with all Sister City Committee to ensure fairness	15	1	15
One-time Project: Friendship City Delegation Gifts (Survey individual Councilmembers on their ideas for gifts, research possibilities, refer ideas to Council's Sister City subcommittee, and purchase items)	15	1	15
Additional support: It has been relayed by Councilmembers that staff should spend more time supporting Friendship City Committees; staff has set aside hours that were not allocated before to ensure time for proper support over the fiscal year)	30	1	30
		Total hours	108
		Total hours/1856 hours	5.82%