

MEMORANDUM OF UNDERSTANDING FOR PROVISION OF SERVICES BETWEEN THE CITY OF SAN PABLO AND THE SAN PABLO SENIOR ADVISORY BOARD

PURPOSE

This MOU is by and between the **City of San Pablo**, a municipal corporation organized and existing under the laws of the State of California, (hereinafter referred to as "City"), and **The San Pablo Senior Advisory Board**, (hereinafter referred to as "SPSAB"), to establish a process and criteria for the annual payment made to the City of San Pablo (City) by the San Pablo Senior Advisory Board (SPSAB).

BACKGROUND

The San Pablo Senior Advisory Board (SPSAB) was formed in 1979 and it operates in cooperation with the City of San Pablo and their designated representative. The mission of the San Pablo Senior Advisory Board is to raise funds to provide social, recreational, civic and educational activities for the aging population in the City of San Pablo and surrounding areas through the San Pablo Senior Center. The SPSAB guides the implementation of various programs and operations of the San Pablo Senior Center in cooperation with the City of San Pablo.

Since 1987, the SPSAB has made annual payments to the City for program cost reimbursements and facility use and maintenance. The City invoices the SPSAB \$10,000 per quarter for a total of \$40,000 annually.

POLICY STATEMENT

Responsibilities of City and SPSAB

- *SPSAB Responsibility*
The SPSAB will pay the City of San Pablo to cover a variety of program costs offered at the Senior Center.
The SPSAB will work with the City liaison to provide facility repairs and improvements to equipment and replacement items.
- *City Responsibility*
The City of San Pablo funds all staffing positions for the operation of the Senior Center through the Community Services Department.
The City of San Pablo provides facility space for programming to host senior programs, events and services.
The City provides the facility space and is responsible for maintaining the structural integrity of its locations.
- *Fiscal Agent*
The City of San Pablo acts as the fiscal agent for the SPSAB. The City manages accounts payable and receivable for SPSAB's fund (#733-5100-44000). Under the tax umbrella of the City of San Pablo, the SPSAB will continue to utilize the City of San Pablo's State and Federal Identification Numbers for its fund.

I. Payment

1. Payment Amount

The SPSAB will pay the City of San Pablo \$40,000 annually.

2. Payment Invoice

The Administrative Services Department will invoice the SPSAB in the first quarter of the fiscal year (July-September) for the total amount owed. City staff will code invoice accordingly and route for the appropriate signatures.

3. Payment Due Date

SPSAB payment will be due to City's Administrative Services Department no later than September 30th of each fiscal year.

II. City Representation

The assigned City Representative will manage annual invoices for SPSAB and will keep payment records on file on behalf of SPSAB. City Representative will act as a liaison between the City of San Pablo and SPSAB and will handle communications between the City and SPSAB.

Approval of this Memorandum of Understanding:

The undersigned agencies bind themselves to the faithful performance of this MOU. It is mutually understood that this MOU shall not become effective until approved by parties involved.

San Pablo Senior Advisory Board

By _____
Dorothy Gantt, SPSAB President

Date: _____

City of San Pablo

By _____
Matt Rodriguez, City Manager

Date: _____