

**MEMORANDUM OF UNDERSTANDING  
FOR PROVISION OF ANNUAL INVOICE AND PAYMENT BETWEEN THE CITY OF  
SAN PABLO AND THE SAN PABLO SENIOR ADVISORY BOARD**

**PURPOSE**

This Memorandum of Understanding (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 invoice submitted to The Lytton Band of Pomo Indians by the City of San Pablo (City) on behalf of the San Pablo Senior Advisory Board (SPSAB).

This MOU serves as the authorizing document that explains the purpose of the annual invoice submitted to The Lytton Band of Pomo Indians by the City on behalf of the SPSAB. 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.

**BACKGROUND**

The San Pablo Senior Advisory Board 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. Most of the funds are raised through their Charitable Bingo Board. The SPSAB guides the implementation of various programs and operations of the San Pablo Senior Center in cooperation with the City of San Pablo.

In 1999, the City of San Pablo entered into the Municipal Services Agreement with the Lytton Band of Pomo Indians ("Band"). As part of their agreement in Section 7 Compensation, Charities, and Benefits, item 7.2 Charitable Bingo Games, the Band agreed to make payments to certain non-profit organizations, which operate charitable bingo games. Determined by a formula outlined in the Municipal Services Agreement, the City, as the fiscal agent for SPSAB, submits an invoice to the Lytton Band of Pomo Indians and has done so since 1999.

**INVOICE PROCEDURE**

**1. Invoice Amount**

The City's Administrative Services Department will determine the invoice amount in the first quarter of the fiscal year (July-September).

**2. Invoice Submittal**

The Administrative Services Department will invoice the Lytton Band of Pomo Indians for the determined amount through a written request from the City Manager in the first quarter of the fiscal year (July-September).

### 3. Payment Receipt

The City of San Pablo will notify SPSAB when payment has been received and deposited in the appropriate fund through electronic correspondence and/or a financial statement.

### **CITY REPRESENTATION**

The Community Services Director will assign a City Representative who will manage financial statements for SPSAB and will keep payment records on file on behalf of SPSAB. This 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: \_\_\_\_\_