

RESOLUTION NO. 2069

A RESOLUTION OF THE CITY OF WILSONVILLE ACKNOWLEDGING THE WILSONVILLE COMMUNITY SENIORS, INC. AS A 501c(3) ORGANIZATION OPERATING FOR THE BENEFIT OF SENIOR CITIZENS THROUGH THE AUSPICES OF THE COMMUNITY SERVICES DEPARTMENT AND THE WILSONVILLE COMMUNITY CENTER.

WHEREAS, the City Council established a Community Center Advisory Commission in 1994 (City Code 2.360 and 2.361) for the purpose of advising the City Council on matters of senior program and service issues. Over time the Commission became known as the Senior Advisory Board.

WHEREAS, in November 2006 the Senior Advisory Board became incorporated as a 501c(3) organization known as the Wilsonville Community Seniors, Inc. (WCSI)

WHEREAS, the incorporated status facilitates increased opportunity for fund raising efforts independent from the City's finances.

WHEREAS, the WCSI provides financial support for activities, classes and social service programs provided to seniors through the Community Center. This subsidy allows the fees for classes to remain affordable to seniors in Wilsonville.

WHEREAS, the WCSI is invested in the cooperative relationship with the staff of the Community Services Department and the benefits of utilizing the Community Center as the location for its offices and committee functions.

WHEREAS, the WCSI has established this Memorandum of Understanding between the Wilsonville Community Seniors, Inc. and the City of Wilsonville.

NOW THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:
That the City of Wilsonville acknowledges this Memorandum of Understanding as the guideline for the relationship between the City and the Wilsonville Community Seniors, Inc.

This resolution becomes effective upon the date of adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6th day of August, 2007 and filed with the Wilsonville City Recorder this date.



ALAN KIRK, Council President

ATTEST:



Starla Schur, CMC, Deputy City Recorder

SUMMARY OF VOTES:

Mayor Lehan	Excused
Council President, Kirk	Yes
Councilor Knapp	Yes
Councilor Ripple	Yes
Councilor Núñez	Yes

**Memorandum of Understanding
Between
Wilsonville Community Seniors, Inc.
And the City of Wilsonville**

July 2007

This Memorandum of Understanding [MOU] is hereby made and entered into between the Wilsonville Community Seniors, Inc., hereinafter referred to as [WCSI] and the City of Wilsonville, Community Services Department, hereinafter referred to as [CITY/CS] in support of the maintenance and development of senior services and activity programs for citizens 55 years and older [seniors] of the City of Wilsonville.

Goals of this Memorandum include:

- Establishing a relationship between the WCSI and the City of Wilsonville in mutual support of providing services and activity programs to the seniors in the Wilsonville community.
- Establishing the responsibilities of each organization as to the support and provision of materials, equipment, supplies and facilities that benefit Wilsonville seniors under the auspices of the City/CS.

Background:

The purpose of the WCSI is to provide activities and services that are of benefit to the seniors of the City of Wilsonville [CITY]. The facilities, staff and financial support assists in providing the means to implement these programs of the CITY/CS that improve the livability, sense of place and quality of life in service to seniors. References may be made to City Code 2.360 and 2.361 that was entered into City records in 1994, acknowledging the formation of the "Community Center Advisory Commission". Reference further to be made to the anniversary date of November, 2006, upon which the organization of the Wilsonville Community Seniors, Inc. was established as a tax exempt 501© (3) and is the successor organization to the Commission. (Note: City code has not been adjusted to reflect this change of status of the 'Commission'.)

This Memorandum of Understanding provides guidelines for the City/CS and WCSI as it supports the provision of services and activities for seniors while utilizing the facilities and existing equipment and supplies of the CITY. The address of the WCSI is the same as the Community Center and Community Services Department: 7965 SW Wilsonville Rd., Wilsonville, OR 97070.

Financial Responsibilities:

- The Treasurer and Chair of the WCSI will establish and maintain a bank account, separate from the City, for the purposes of managing all funds for the activities of the

WCSI. The bank account of the WCSI will be reflected in the title of the account:
Wilsonville Community Seniors, Inc.

- The board of directors of the WCSI will be fully responsible for the expenditures of the organization and will hold the CITY harmless in any financial transactions regarding the business of the WCSI.
- The WCSI will carry Bond for its Treasurer and Directors' Liability for its Board of Directors, naming the CITY as Additional Insured.
- At no time will funds of the WCSI and the CITY be commingled unless mutually agreed upon by both parties. An example, but not limited to same, would be mutually funding a special project.
- At no time will any member of either organization benefit financially or professionally from the activity of WCSI unless agreed upon. An example, but not limited to same, would be a fund raiser of charitable purpose to assist a member or members in a disaster or its aftermath. Reimbursement for costs and expenses incurred in service to WCSI and approved by the board will be allowed.

SCOPE AND DURATION

- The scope and duration of this agreement will be for as long as it is mutually beneficial to the parties. The MOU may be changed or amended at the request of either party and mutually agreed upon by both organizations. The MOU may be terminated by either party upon one year's written notice to the other party.
- Both organizations will maintain a cooperative but separate function as independent organizations with the mutual interest in providing services to benefit the seniors of the Wilsonville community.

LIAISON RESPONSIBILITIES

- Liaison to the WCSI from the CITY for the duration of this agreement shall be the Community Services Director of the CITY, or a designee appointed by the CS Director.
- The Liaison serves as a nonvoting member of the WCSI board and provides such support functions as are needed and appropriate for the activities of the organizations.

OPERATING PRINCIPLES

- Personnel:
The City agrees to provide general staff support from the City/CS for WCSI programs and goals subject to annual budget appropriations.
- Program:
Equipment and Supplies: Durable equipment purchased with WCSI funds that is used for an extended time (card tables, office equipment) becomes the property of the CITY.
Expendable supplies purchased with WCSI funds (for special events, decorations, senior office supplies, etc.) are not reimbursable by the CITY unless agreed upon prior to purchase.
Computer Room: Equipment for the 'computer room' was provided by a donation at the time of the building remodel in 2000. The ownership and maintenance,

including replacement and upgrade of the computers, is spelled out in a Memorandum – December 9, 2004. (see attached document)

Program Structure: The Liaison or designee will apprise the board of programming changes that use funds of the WCSI prior to the program brochure publication. Shifts in method of program or service delivery will be discussed with the board for their input and ideas. The board will bring to staff, changes they recommend to program and/or services that will impact the daily function of the Center during senior hours.

➤ Facility Use:

Based on the original construction documents of the State of Oregon, Block Grant agreements (document), the Wilsonville Community Center (renamed in 1994 from original Wilsonville Senior Center 1984-1994) will continue to be utilized predominately (at least 51%) for senior programming a minimum of 5 days or 40 hours per week. At such time that all services to seniors have been accommodated and space is available, other activities and services may be provided for. During other hours the building is available for public and private use or for programming, according to facility use guidelines.

➤ Facility:

Input to Building Repair, Maintenance, and Remodel: The Liaison or designee to the WCSI will apprise the board of major projects that will impact the use or design of the Community Center. The WCSI board will bring recommendations for major building projects to the CITY/CS staff for discussion and feedback from appropriate City resources.

➤ Public Usage:

The Liaison or designee will apprise the board periodically of public uses being made of the Center. These uses, such as meetings, private rentals, etc. will be allowed only after all senior functions are scheduled. All uses of the building will be respectful of the furnishings, equipment and atmosphere of the Center.

This Memorandum of Understanding is hereby agreed upon by the signatures of the officers of the organizations in question: *Wilsonville Community Seniors, Inc. and the City of Wilsonville.*

, Chair

, City Manager

, Treasurer

, City Recorder

Date: _____

Date: _____