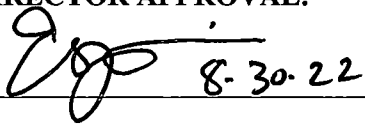


**CITY OF MARYSVILLE AGENDA BILL
EXECUTIVE SUMMARY FOR ACTION**

CITY COUNCIL MEETING DATE: 9/6/2022

AGENDA ITEM:	
Memorandum of Understanding with Catholic Community Services	
PREPARED BY:	DIRECTOR APPROVAL:
Chief Erik Scairpon	
DEPARTMENT:	
Police	
ATTACHMENTS:	
Yes, MOU	
BUDGET CODE:	AMOUNT:
None	0
SUMMARY: This is a renewal of our MOU with the Catholic Community Services. This MOU is in reference to our Volunteer Program with the Marysville Police Department. This MOU outlines the services that the Catholic Community Services will provide and the required actions on the part of the Marysville Police Department Volunteer Division.	

RECOMMENDED MOTION: It is suggested that the Mayor sign this MOU and renew our partnership with the Catholic Community Services for the participation in the volunteer program.

Memorandum of Understanding

Between

Catholic Community Services, sponsor of
The Retired and Senior Volunteer Program
1918 Everett Avenue, Everett Washington 98201
Telephone: (888) 240-8572 * FAX: (425) 257-2120 email: paulettej@ccsww.org
And

Volunteer Station Marysville Police Department _____ IRS 501(c)(3) # _____
Address: 501 Delta Avenue City: Marysville Zip 98270
Telephone: 360.363.8300 FAX 360.659.7667 Email: bakau@marysvillewa.gov_

The Volunteer Station representative responsible for volunteer orientation, supervision and volunteer hours documentation is:

Contact Person: __Commander Brad Akau_____

Telephone: __360.363.8301_____ email bakau@marysvillewa.gov

A) Snohomish County Retired and Senior Volunteer Program (RSVP):

- 1) Recruit, interview, screen and enroll RSVP volunteers and refer volunteers to the volunteer station.
- 2) Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance and program procedures.
- 3) Specify that RSVP volunteers are participants of RSVP of Snohomish County either by written information or verbally in all County publicity, radio, TV, printed or verbal presentations.
- 4) Furnish accident, personal liability, and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.
- 5) Communicate with the volunteer station to assess and/or discuss needs of volunteers and volunteer station.

B) Volunteer Station:

- 1) Implement orientation, in-service instruction, or special training of volunteers.
- 2) Interview and make final decision on assignment of volunteers.
- 3) Furnish volunteers with materials required for each assignment, as needed.
- 4) Provide for adequate safety of the volunteers.
- 5) Collect and validate mileage reimbursement forms each month for submission to RSVP office to be received by the 5th of the following month.
- 6) Submit all accident/injury reports to the RSVP office in writing as they occur.

Updated -8/30/2022

RSVP is sponsored by Catholic Community Services, 1918 Everett Ave, Everett, WA 98201

C) Other Provisions:

- 1) Separation from Volunteer Service: The volunteer station may request the removal of an RSVP volunteer at any time. RSVP volunteers may withdraw from service at the Station or from the RSVP program at any time.
- 2) Letters of Agreement: When in-home assignments of volunteers are made, a letter of agreement must be signed by the parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities and conditions of service.
- 3) Prohibited Activities: The Volunteer Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
- 4) Displacement of Employees: The Volunteer Station will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contacts for services.
- 5) Accessibility and Accommodation: The Volunteer Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities and provide reasonable accommodations to allow participation of those with disabilities.
- 6) Discrimination: The Volunteer Station will not discriminate against RSVP volunteers in the operation of its program on the basis of race, color, national origin, sex, age, political affiliation, religion, or disability.

Conditions of the MOU may be amended or terminated in writing at any time at the request of either party. It will be reviewed every three years to permit needed changes. This MOU contains all the terms and conditions agreed upon by the contacting parties. No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties hereto. This will be in effect upon dated signature of the Catholic Community Services Director of Housing Services, CCSWW-NW

JON NEHRING, Mayor, City of Marysville

Name and Title, Volunteer Station

Date

Paulette Jacobson, RSVP Director

Date

Rita Jo Case, Director of Housing Services, CCSWW-NW

Date