



SUBJECT: Meals on Wheels Diablo Region operation of the senior nutrition program at the Brentwood Senior Activity Center.

DEPARTMENT: Parks and Recreation

STAFF: Bruce Mulder, Director of Parks and Recreation
Thien Nguyen, Recreation Manager
Tammy Homan, Management Analyst

TITLE/RECOMMENDATION

Adopt a Resolution:

1. Approving a Memorandum of Understanding (“MOU”) with Meals on Wheels Diablo Region (“MOWDR”) for the senior nutrition program at the Brentwood Senior Activity Center;
2. Approving a fee waiver for MOWDR’s use of City facilities for FY 2024/25 and FY 2025/26.
3. Amending the Use of City Funds Policy 10-12 to replace “Contra Costa County Senior Nutrition Program” with “Meals on Wheels Diablo Region” as shown in the attached policy.
4. Approving the replacement of Contra Costa County Senior Nutrition Program with Meals on Wheels Diablo Region to receive the FY 2023/24 payment in the amount of \$26,000.

FISCAL IMPACT

MOWDR is requesting a fee waiver for the use of City facilities in the amount of \$62,646 for FY 2024/25 and \$62,550 for FY 2025/26. If Council approves the fee waiver for the use of City facilities, the amounts will not have an impact on the 2024/25 – 2025/26 Operating Budget. Staff will include a request for the City to donate \$26,000 for staffing services for both FY 2024/25 and FY 2025/26 in the draft 2024/25 – 2025/26 Operating Budget, which will be presented to the City Council for consideration and direction at the Operating Budget workshop in May 2024. The City currently provides a fee waiver and \$26,000 in annual funding for this program, so these would not be new costs or programs.

BACKGROUND



**CITY COUNCIL AGENDA ITEM NO. F.4
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MOWDR serves over 7,000 seniors each year throughout Contra Costa County ("County") by providing free meals and supportive services that empower older adults to live independently for as long as possible. Services and offerings include free lunches, breakfasts, and groceries. In addition to nutrition support, MOWDR also provides fall prevention, case management, outreach, exercise and nutrition classes, friendly visitors, callers, and helpers to older adults, supporting their health and independence.

MOWDR currently operates several senior nutrition programs located in cities and special districts within the east, central and west areas of the County, including Brentwood. Each city and special district provides a facility in their location to provide these services, at no charge to MOWDR.

MOWDR operates the café at the Brentwood Senior Activity Center ("Senior Center") five days a week where, on average, 30 older adults per day enjoy a free, nutritious meal and engage in social activities promoting independence and connection with community. In Brentwood, MOWDR also delivers free, nutritious meals to approximately 281 homebound seniors per day who are isolated and do not have anyone to cook for them.

The County, through its Health Services Department, has provided the senior nutrition program for the City of Brentwood since 2002. The program in Brentwood includes a congregate meal program ("Café Costa") and a Meals on Wheels program. The County provides a Senior Nutrition Coordinator who works at the Senior Center, and an Assistant Coordinator who provides support to the Senior Nutrition Coordinator, as needed.

In September 2022, MOWDR assumed responsibility of Café Costa at the Senior Center through a contract between MOWDR and the County. Because MOWDR is operating Café Costa, it is in the best interest of both MOWDR and the City to enter into an MOU that outlines the responsibilities of MOWDR and the City (attached).

Council/Administrative Policy 10-12 provides that organizations requesting the use of City funds must make such requests through the fee waiver and/or fee reduction/donation process. The County previously requested fee waivers for use of the meeting room and kitchen in the Senior Center for FY 2022/23 in the amount of \$64,166 and \$63,920 for FY 2023/24. As the application met the fee waiver and/or fee reduction requirements, it was approved by Resolution 2022-62. Now that MOWDR is providing the senior nutrition program services, MOWDR is submitting a fee waiver request for the use of City facilities for FY 2024/25 in the amount of \$62,646 and FY 2025/26 in the amount of \$62,550. Upon review of the application, staff has determined that MOWDR's request meets the fee waiver and/or fee reduction policy requirements.

In addition to approval of an MOU with MOWDR, and approval of the fee waiver application for FY 2024/25 and FY 2025/26, staff is requesting that City Council



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amend the Use of City Funds Policy 10-12 to replace "Contra Costa County Senior Nutrition Program" with "Meals on Wheels Diablo Region" (attached). As has been current practice with the County, this will allow for any contributions from the City to pay for office or administrative overhead/staff salaries related to the operation of the senior nutrition program.

On May 10, 2022, at the FY 2022/23 – 2023/24 Operating Budget Workshop, requests necessary to maintain established service levels were incorporated into the draft Operating Budget, while requests for additional funding were highlighted for consideration and discussion. This included a funding request for the contributions of \$26,000 for FY 2022/23 and \$26,000 for FY 2023/24 for the senior nutrition program. In June 2022, City Council adopted the 2022/23 Operating Budget, which included the payments of \$26,000 for FY 2022/23 and \$26,000 for FY 2023/24 to the County. Since MOWDR has taken over providing these services, staff is requesting City Council approve the replacement of "Contra Costa County Senior Nutrition Program" with "Meals on Wheels Diablo Region" as payee for the FY 2023/24 payment in the amount of \$26,000.

CITY COUNCIL STRATEGIC INITIATIVE

Not Applicable.

PREVIOUS ACTION

Previous Action by the City Council is included on Attachment 1.

DATE OF NOTICE

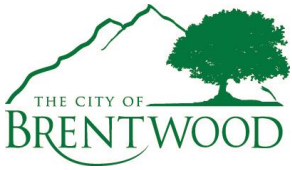
Not Applicable.

ENVIRONMENTAL DETERMINATION

Not Applicable.

ALTERNATIVE OPTION(S)

City Council may choose an alternative action related to this item such as not approving the MOU, fee waiver, or the change of City Use of Fund policy. This option is not recommended by staff because it will impact the existing Senior Nutrition Program already in place at the Brentwood Senior Activity Center and the seniors who are enrolled in this program. There are limited senior nutrition programs



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available in the area, and City staff would be unable to duplicate or replace the existing services provided.

ATTACHMENT(S)

1. Previous Action
2. Resolution
3. Memorandum of Understanding
4. Council/Administrative Policy 10-12 Use of City Funds