

## RESOLUTION NO. 2024-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENTWOOD 1) APPROVING A MEMORANDUM OF UNDERSTANDING 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 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", AND 4) APPROVING 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.**

**WHEREAS**, Contra Costa County's Health Services Department ("County") has been providing the senior nutrition program for the City of Brentwood since 2002; and

**WHEREAS**, on May 8, 2018, City Council adopted Resolution 2018-44 approving the renewal of a two-year grant request from the County for \$20,000 per year for two years and approval of a fee waiver in the amount of \$56,231.50 for fiscal year 2018/19 and \$57,278.00 for fiscal year 2019/20 for use of City facilities for the operation of the senior nutrition program ("Café Costa"); and

**WHEREAS**, on March 24, 2020, City Council adopted Resolution 2020-41 approving the renewal of a two-year grant request from the County for \$20,000 per year for two years and approval of a fee waiver in the amount of \$63,512 for fiscal year 2020/21 and \$62,894 for fiscal year 2021/22 for the use of City facilities for the operation of Café Costa; and

**WHEREAS**, on June 6, 2020, City Council adopted Resolution 2020-64 approving a \$6,000 increase to the approved two-year grant request from the County for a total of \$26,000 per year for two years (FY 2020/21 and FY 2021/22) for the operation of Café Costa; and

**WHEREAS**, on May 26, 2022, City Council adopted Resolution 2022-62 approving the fee waiver request from the County for use of City facilities in the amount of \$64,166.00 for fiscal year 2022/23 and \$63,920.00 for fiscal year 2023/24 for in-kind services for the operation of Café Costa at the Brentwood Senior Activity Center; and

**WHEREAS**, on June 28, 2022, by Resolution 2022-86, City Council amended the 2021/22 Operating Budget and adopted the 2022/23 - 2023/24 Operating Budget; and

**WHEREAS**, on August 9, 2022, by Resolution 2022-101, City Council approved the Policy and Procedures for Requests for Use of City Funds; and

**WHEREAS**, through a contract with the County, in September 2022, MOWDR assumed responsibility for Café Costa; and

**WHEREAS**, MOWDR operates Café Costa at the Brentwood Senior Activity Center ("Senior Center") five days a week where currently, on average, 30 older adults per day enjoy a free, nutritious meal and engage in social activities promoting independence and connection with community; and

**WHEREAS**, Council/Administrative Policy 10-12 provides that organizations requesting to use City funds must make such requests through the fee waiver and/or fee reduction/donation process; and

**WHEREAS**, MOWDR had submitted 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 and upon review of the application, staff has determined that MOWDR's request meets the fee waiver and/or fee reduction policy requirements; and

**WHEREAS**, staff has requested that City Council amend the Use of City Funds Policy 10-12 to replace "Contra Costa County Senior Nutrition Program" with "Meals on Wheels Diablo Region" to 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; and

**WHEREAS**, staff has requested approval to replace "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.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Brentwood hereby 1) approves a memorandum of understanding with Meals on Wheels Diablo Region for the senior nutrition program at the Brentwood Senior Activity Center, 2) approves a fee waiver for MOWDR's use of city facilities for FY 2024/25 in the amount of \$62,646 and for FY 2025/26 in the amount of \$62,550, 3) amends the Use of City Funds Policy 10-12 to replace "Contra Costa County Senior Nutrition Program" with "Meals on Wheels Diablo Region" to allow for any donations from the City to pay for office or administrative overhead/staff salaries related to the operation of the senior nutrition program, and 4) approves 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.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Brentwood at a regular meeting held on February 27, 2024, by the following vote: