



## Agenda Item Staff Report

**To:** Honorable Mayor and Members of City Council  
*For the Meeting of April 9, 2024*

**From:** Chris Constantin, City Manager

**Prepared by:** Joseph Jones, Recreation Manager

**Subject:** Approval of an Agreement with YWCA for Elderly Nutrition Program Congregate Meal Services for Up to Five Years Totaling \$501,661.00; Authorize the City Manager to Sign the Agreement in a form approved by the City Attorney.

### SUMMARY

Staff recommends that the City Council authorize the City Manager to enter into an agreement with YWCA San Gabriel Valley to provide Elderly Nutrition Program Congregate Meal Services. The annual cost of contract includes \$20,004.00 cash and an in-kind contribution of \$80,328.20, totaling \$100,332.20. The total value of the five-year contract will be \$501,661.00.

### RECOMMENDATION

Staff recommends the City Council:

- Approve the agreement with YWCA San Gabriel Valley for provision of the Elderly Nutrition Program Congregate Meal Services and authorize the City Manager to execute the necessary documents to enter into a standard three-year agreement with two optional one-year extensions for services on a form approved by the City Attorney.

### FISCAL IMPACT

The annual fiscal impact of providing this program to the community is \$20,004 cash and \$80,328.20 in-kind contributions. A breakdown of the fiscal impact is below:

Funding Provided by City	Program Category	Type of Service Provided	Rate Per Month	SQ/Footage (Or Time/MO)	Total Annual \$ Value
Cash	All Services	Cash Contributions	\$1667.00		\$20,004.00

In-Kind	Funded By OAA	Cleaning and Maintenance	\$800.00		\$9600.00
In-Kind	Title IIIB, USDA	Utilities (inc. electric, water, gas & Phone)	\$350.00		\$4200.00
In-Kind	Title IIIC, C-2	Transportation of San Dimas Residents to site through Prop A Funds			\$6240.00
In-Kind	Title IIIE Care	Printing Costs			\$125.00
In-Kind	Management	Case Management Office	\$2.00sq.ft/mo	152 sq. ft Activity Rm 2	\$3648.00
In-Kind	Management	Kitchen, Dining, Storage Area	\$2.00sq.ft/mo	2,354.8 sq. ft. Activity Rm 2	\$56,515.20
<b>Total</b>					<b>\$100,332.20</b>

## **BACKGROUND**

The City of San Dimas Senior/Community Center promotes healthy aging, independence, and well-being of older adults through health, wellness, educational, cultural and recreational programs and services. To accomplish this goal, the city partners with different agencies to provide a variety of services such as nutrition, health information, lifelong learning, classes, and special events.

For the past 33 years, the City has partnered with YWCA San Gabriel Valley to provide nutrition services (i.e. congregate meals) to San Dimas residents. Congregate Meal Services are intended to maintain or improve the fiscal and social well-being of mobile older adults in a group setting at strategic located sites to persons 60 or older and other eligible individuals. The YWCA is supported by Federal Funds that are administered by the Los Angeles County Workforce Development, Aging and Community Services Department.

Services supported by the YWCA include but are not limited to, all elements contained in the Elderly Nutrition Program statement of work, including specific tasks, client eligibility, staffing requirements, quality control, training, mandatory coordination, customer satisfaction, outcome measures, teamwork, and performance requirements.

## **DISCUSSION/ANALYSIS**

Prior to 2021, the City of San Dima's annual cash contribution to the Nutrition program remained \$6,240 per year for the past 30 years. Although the Federal Government subsidizes YWCA operations from funds from the United States Administration on Aging, the funds do not cover 100% of program expenses. In 2021, the City Council approved an increase of the City's cash contribution to the YWCA from \$6,240 to \$20,004 per year. No additional increase in the City's cash contribution is being requested for the proposed agreement.

The YWCA Elderly Nutrition Program Services levels for the past five years are as follows:

- 2019-20 (July-June) total meals served 19,931
- 2020-21 (July-June) total meals served 31,792
- 2022-23 (July-June) total meals served 33,865
- 2023-24 (July-February) total meals served 22,010 to date

### **ALTERNATIVES**

The City Council could direct staff to not sign the proposed agreement with the YWCA and to cease providing core nutritional services to residents. Under this scenario, the city would no longer offer nutritional services to seniors and would generate an annual budget savings of approximately \$20,004.

The City could reject the proposed contract with YWCA and direct staff to initiate a selection process to identify another service provider to nutritional services. However, it is unknown if another viable service provider is available to provide nutrition services to the city's senior population.

### **ENVIRONMENTAL REVIEW**

Pursuant to CEQA guidelines Section 15061 (b)(3), CEQA does not apply to this item because there is no potential for causing a significant effect on the environment. Therefore, no additional environmental review is needed at this time.

Respectfully submitted,



Joseph Jones  
Recreation Manager

Attachments:

1. YWCA San Gabriel Valley Vendor Agreement Draft