



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Regarding Amendment One to the FY 2020-2021 Elderly Nutrition Program Subaward accepting additional Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding allocation for senior meals.

1. Motion accepting an additional \$670,000 in CARES Act funding from the County of Los Angeles Workforce Development, Aging, and Community Services (WDACS) for the FY2020-2021 Elderly Nutrition Program (ENP); and authorizing the City Manager or a designee to execute Amendment One to the WDACS Contract (Elderly Nutrition Program (ENP) Subaward Number ENP202106 Subaward Period July 2020 – June 2021 (dated July 1, 2020) to accept and implement the WDACS funding.
2. Resolution of Appropriation to appropriate CARES Act funding in the amount of \$670,000 for additional defined and contracted services from County of Los Angeles (WDACS) for the Elderly Nutrition Program for the following:
 - a. CEO CARES Act- \$406,000
 - i. C1 Congregate Meals Program- \$390,000
 - ii. C2 Home Delivered Meals Program- \$16,000
 - b. CDA CARES Act- \$264,000
 - i. C1 Congregate Meals Program- \$248,000
 - ii. C2 Home Delivered Meals Program- \$16,000
3. Motion authorizing the City Manager or a designee to execute an amendment or a separate agreement with Bateman Community Living, LLC dba Trio Community Meals, extending the existing contract (Contract No. C106343B) by two additional years from December 1, 2020 to November 30, 2022, in the amount of \$204,000 per year, and adding an additional \$495,000 in CARES Act funding, to provide additional meals to seniors through the Elderly Nutrition Program, for a total contract price, including past and future increases, not to exceed \$1,931,959.

COUNCIL ACTION

Item Type: Consent Calendar

Approved for September 29, 2020 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

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Prepared by:

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Reviewed by:

Michele Flynn, Director of Finance

Roubik R. Golanian, P.E., Assistant City Manager

Michael J. Garcia, City Attorney

Approved by:

Yasmin K. Beers, City Manager

RECOMMENDATION

It is respectfully recommended that the City Council approve a:

1. Motion accepting an additional \$670,000 in CARES Act funding from the County of Los Angeles Workforce Development, Aging, and Community Services (WDACS) for the FY2020-2021 Elderly Nutrition Program (ENP); and authorizing the City Manager or a designee to execute Amendment One to the WDACS Contract (Elderly Nutrition Program (ENP) Subaward Number ENP202106 Subaward Period July 2020 – June 2021 (dated July 1, 2020) to accept and implement the WDACS funding.
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BACKGROUND/ANALYSIS

The Community Services & Parks Department (CSP) has been providing meal services to seniors 60 years and older in the Greater Glendale area since 1979 with grant funding administered from the County of Los Angeles' Workforce Development, Aging and Community Services (WDACS) through the federal Older Americans Act. The City of Glendale's (City) Elderly Nutrition Program (ENP) provides an important opportunity for social contact and is the only meal many seniors receive in a day.

The ENP program is operated through the Senior Services Unit which provides comprehensive, long term services that include: Congregate Meals (C-1), Home

Delivered Meals (C-2), Emergency Meals, Telephone Reassurance and Supportive Services. The primary goal of these services is to assist the elderly in maintaining their independence and live in their own home.

Traditionally, the City's ENP program operates three congregate meal sites (dining rooms) serving lunch 7 days per week at the Adult Recreation Center, 5 days per week at Sparr Heights Community Center, and 3 days per week at Pacific Community Center. On average, 3,600 meals are served in the congregate meals program and 1,000 meals are delivered in the Home Delivered Meals Program.

On March 16, 2020, in response to the COVID-19 pandemic, LA County WDACS ordered the City's ENP program to close congregate meal site operations at all three community centers, 1) Adult Recreation Center, 2) Sparr Heights Community Center; and 3) Pacific Community Center, and begin to operate weekly frozen meal delivery service and daily staggered brown bag lunch pick-ups.

The "Safer at Home" Order shifted Senior Services Unit operations from onsite lunch service to weekly frozen meal delivery or daily pick up of brown bag lunches for seniors without access to refrigeration/freezer/heating units. By the end of June 2020, the monthly meal average is 11,000 meals.

The City's ENP program continues to operate out of the Adult Recreation Center's central kitchen, where staff prepare brown bag lunches and use the walk-in freezer and refrigerator to store up to 2,200 frozen meals and supplies that are to be delivered each week. Between April – June 2020, the ENP program rented an additional eight (8) standalone freezers in order to keep up with the demand in senior meal requests. In August 2020, ENP program purchased 4 double door freezers with CDBG-CV CARES Act funding and discontinued renting freezers. This was done as a cost savings measure, since the ENP program continues to operate under COVID-19 restrictions through FY2020-2021.

The City was originally awarded a \$291,000 noncompetitive ENP Grant Agreement with the WDACS in FY 2020-2021 where the City entered into a subaward agreement for one (1) year term, commencing July 1, 2020 through June 30, 2021, with three (3) additional options to renew annually for an anticipated total subaward term of four (4) years. On August 25, 2020, WDACS sent an ENP CARES Act Funding Allocation Letter to the City notifying staff of additional award in the amount of \$670,000 in CARES Act funding in FY 2020-2021 (\$406,000 in Chief Executive Office (CEO) CARES Act funding and \$264,0000 in California Department of Aging (CDA) CARES Act funding) in order to assist with the increased demand for senior meal services in the Elderly Nutrition Program.

Chief Executive Office (CEO) CARES Act Funding

WDACS awarded the City an additional \$406,000 in FY2020-2021 CEO CARES Act grant funds for the ENP program in which funds will need to be spent down from July 1, 2020

to December 30, 2020. The funding is broken down between the two ENP programs as follows:

1. \$390,000 allocated for the C-1 Congregate Meals program - for clients who are receiving frozen meal delivery or daily brown bag lunches as a result of COVID and;
2. \$16,000 for the C-2 traditional Home Delivered meals program – for clients who are homebound due to physical/medical reasons unrelated to COVID-19, of which \$1,271 is set aside to purchase three (3) days' worth of shelf stable emergency meals, as a requirement of the ENP Program.

California Department of Aging (CDA) CARES Act Funding

WDACS awarded the City an additional \$264,000 in FY2020-2021 CDA CARES Act grant funds for the ENP program in which funds will need to be spent from July 1, 2020 to June 30, 2021. The funding is broken down between the two ENP programs as follows:

1. \$248,000 allocated for the C-1 Congregate Meals program - for clients who are receiving frozen meal delivery or daily brown bag lunches as a result of COVID and
2. \$16,000 for the C-2 traditional Home Delivered meals program – for clients who are homebound due to physical/medical reasons unrelated to COVID-19, of which \$196 is set aside to purchase three (3) days' worth of shelf stable emergency meals, as a requirement of the ENP Program.

The additional CARES Act funding would ensure the program is able to sustain the current number of meals served and enroll new clients off the waitlist in FY2020-2021. The City is currently serving 686 unduplicated seniors.

Staff is requesting authorization to accept the grant funds, execute contract Amendment One with WDACS and appropriate the CARES Act grant award in the amount of \$670,000 to serve home delivered meals, emergency meals, and brown bag lunches to seniors.

In consideration of the original grant award of \$291,000 in Older Americans Act fund, WDACS advised that CEO CARES Act funds should be exhausted first, then Older Americans Act funds, and then the CDA CARES Act funds.

The additional grant funds in the amount of \$670,000 from the CARES Act will help pay for the additional meals that the City continues to serve to seniors and related costs during the COVID-19 pandemic.

CSP has a catering contract with Bateman Community Living, LLC dba Trio Community Meals (C106343B), from December 1, 2016 through November 30, 2020 to provide onsite meal preparation and services for the ENP program. Staff is requesting to increase the existing contract with Bateman Community Living, LLC dba Trio Community Meals by an

additional \$495,000 through June 30, 2021 to be able to serve the additional meals in FY2020-2021.

Furthermore, the contract is set to expire on November 30, 2020, thus staff would like to exercise the option in the agreement to extend the catering contract with Bateman Community Living, LLC dba Trio Community Meals for an additional 2 years from December 1, 2020 to November 30, 2022 for \$204,000 per year for a total contract price, including past and future increases, not to exceed \$1,913,959 to provide additional meals through the Elderly Nutrition Program until the contract end date of November 30, 2022.

Price per meal rates have remained the same for both the C1 and C2 programs from December 1, 2016 through November 30, 2020. If the contract is extended, Bateman Community Living, LLC dba Trio Community Meals is requesting an increase to the price per meal rate, based on Los Angeles area statistics from December 1, 2020 through November 30, 2022, as follows:

	Current Price Per Meal through Nov 30,2020	Proposed Extension Price Per Meal through November 30, 2022
C1 Program	\$3.78	\$3.96
C2 Program	\$3.69	\$3.87

The new proposed rate will increase by 18 cent per meal for both the C1 and C2 Programs effective December 1, 2020.

FISCAL IMPACT

The Community Services & Parks Department (CSP) was originally awarded noncompetitive grant funds from Los Angeles County WDACS in the amount of \$291,000 for FY2020-2021 for the Elderly Nutrition Program (ENP Program). The total grant award is for one year, with a 3-year option to renew, commencing July 1, 2020 through June 30, 2021 and requires a 15% cash match.

CSP was awarded additional CARES Act grant funding for the ENP Program as follows:

- Chief Executive Office (CEO) CARES Act in the amount of \$406,000 for the period of July 1, 2020 through December 30, 2020, with \$390,000 allocated to C1 Congregate Meals Program and \$16,000 to C2 Home Delivered Meals Program to be expended by December 30, 2020.
- California Department of Aging (CDA) CARES Act in the in the amount of \$264,000 from July 1, 2020 to June 30, 2021 to be expended by June 30, 2021.

CEO CARES Act Funding should be appropriated in the following accounts:

C-1 Congregate Meals

Revenue

GL- 31240-2700-CSP-0020-P0000-T0000-F0000-0000-0000	\$390,000
PL- CSP00484AG-FEDERAL -0000-2700	

Expense

GL- 43110-2700-CSP-0020-P0000-T0000-F0000-0000-0000	\$248,692
PL- CSP00484AG-CNTRCTSVCS-0000-2700	

GL- 41300-2700-CSP-0020-P0000-T0000-F0000-0000-0000	\$59,823
PL- CSP00484AG-LABOR-0000-2700	

GL- 41100-2700-CSP-0020-P0000-T0000-F0000-0000-0000	\$55,055
PL- CSP00484AG-LABOR-0000-2700	

GL- 45150-2700-CSP-0020-P0000-T0000-F0000-0000-0000	\$5,000
PL- CSP00484AG- FURNITURE-0000-2700	

GL- 45350-2700-CSP-0020-P0000-T0000-F0000-0000-0000	\$21,430
PL- CSP00484AG-SUPPLIES-0000-2700	

C-2 Home Delivered Meals (HDM)

Revenue

GL- 31240-2700-CSP-0020-P0000-T0000-F0000-0000-0000	\$16,000
PL- CSP00483AG -FEDERAL -0000-2700	

Expense

GL- 43110-2700-CSP-0020-P0000-T0000-F0000-0000-0000	\$9,173
PL- CSP00483AG-CNTRCTSVCS-0000-2700	

GL- 41300-2700-CSP-0020-P0000-T0000-F0000-0000-0000	\$2,148
PL- CSP00483AG-LABOR-0000-2700	

GL- 41100-2700-CSP-0020-P0000-T0000-F0000-0000-0000	\$3,407
PL- CSP00483AG-LABOR-0000-2700	

GL- 45682-2700-CSP-0020-P0000-T0000-F0000-0000-0000	\$1,272
PL- CSP00483AG-MISC-0000-2700	

CDA CARES Act Funding should be appropriated in the following accounts:

C-1 Congregate Meals

Revenue:

GL-31240-2700-CSP-0020-P0000-T0000-F0000-0000-0000- PL- CSP00481AG-FEDERAL-0000-2700	\$248,000
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Expense:

GL-43110-2700-CSP-0020-P0000-T0000-F0000-0000-0000- PL- CSP00481AG-CNTRCTSVCS-0000-2700	\$138,377
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GL-41300-2700-CSP-0020-P0000-T0000-F0000-0000-0000- PL- CSP00481AG-LABOR-0000-2700	\$51,200
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GL-41100-2700-CSP-0020-P0000-T0000-F0000-0000-0000- PL- CSP00481AG-LABOR-0000-2700	\$27,043
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GL- 45150-2700-CSP-0020-P0000-T0000-F0000-0000-0000 PL- CSP00481AG-FURNITURE-0000-2700	\$8,000
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GL- 45350-2700-CSP-0020-P0000-T0000-F0000-0000-0000 PL- CSP00481AG-SUPPLIES-0000-2700	\$21,001
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GL- 44100-2700-CSP-0020-P0000-T0000-F0000-0000-0000 PL- CSP00481AG-REPAIRS-0000-2700	\$2,379
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C-2 Home Delivered Meals (HDM)

Revenue

GL- 31240-2700-CSP-0020-P0000-T0000-F0000-0000-0000 PL- CSP00482AG-FEDERAL -0000-2700	\$16,000
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Expense

GL- 43110-2700-CSP-0020-P0000-T0000-F0000-0000-0000 PL- CSP00482AG-CNTRCTSVCS-0000-2700	\$10,062
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GL- 41300-2700-CSP-0020-P0000-T0000-F0000-0000-0000 PL- CSP00482AG-LABOR-0000-2700	\$5,547
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GL- 45682-2700-CSP-0020-P0000-T0000-F0000-0000-0000 PL- CSP00482AG-MISC-0000-2700	\$196
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GL- 45350-2700-CSP-0020-P0000-T0000-F0000-0000-0000 PL- CSP00482AG-SUPPLIES--0000-2700	\$195
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Both CEO and CDA CARES Act funding do not require a cash match.

Staff is also requesting approval to extend the existing contract with Bateman Community Living, LLC dba Trio Community Meals (Contract No. C106343B) by two additional years from December 1, 2020 to November 30, 2022, in the amount of \$204,000 per year, and add an additional \$495,000 in CARES Act funding, to provide additional meals to seniors through the Elderly Nutrition Program for a total contract price, including past and future increases, not to exceed \$1,913,959.

ALTERNATIVES

Alternative 1: The City Council may 1) authorize the City Manager or a designee to execute Amendment One with WDACS to accept additional CARES Act grant funds for the ENP program in the total amount of \$670,000 for FY2020-2021; and appropriate the \$670,000 to the ENP program; 2) authorize the City Manager or a designee to execute an amendment or separate agreement with Bateman Community Living, LLC dba Trio Community Meals extending the existing contract (C106343B) by two additional years from December 1, 2020 to November 30, 2022, in the amount of \$204,000 per year, and adding an additional \$495,000 in CARES Act funding, to provide additional meals to seniors through the Elderly Nutrition Program for, a total contract price, including past and future increases, not to exceed \$1,913,959.

Alternative 2: The City Council may consider any other alternative not proposed by staff

CAMPAIGN DISCLOSURE

Exhibit 1 lists the required disclosure information in accordance with the City's Campaign Finance Ordinance 5768.

EXHIBITS

Exhibit 1 – Campaign Finance Disclosure Form