



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Regarding Amendment Eleven for Los Angeles County Aging and Disabilities Department (AD) Reallocating FY 2022-2023 Home and Community Based Services (HCBS) Nutrition Infrastructure (NI) Funding to FY 2023-2024 for Elderly Nutrition Program (ENP) services in the amount of \$195,214.

1. Motion to accept reallocated Home and Community Based Services (HCBS) Nutrition Infrastructure (NI) funding in FY 2023-2024 in the amount of \$195,214 for Congregate Meals (\$94,371) and Home Delivered Meals (\$100,843) for the purchase of approved equipment/fleet to be used for the provision of Elderly Nutrition Program; and authorize the City Manager or a designee to execute Amendment Eleven to the County of Los Angeles Aging and Disabilities Department Contract Subaward Number ENP202106 Subaward period July 2020 – June 2024 to accept and implement Los Angeles County AD funding.
2. Resolution of Appropriation to appropriate \$195,214 in HCBS NI funding for FY 2023-2024 for the purchase of equipment/fleet for the ENP Program.
3. Resolution authorizing the donation (transfer) of Adult Recreation Center Central Kitchen equipment to First Baptist Church of Glendale.

COUNCIL ACTION

Item Type: Consent Calendar

Approved for October 24, 2023 **calendar**

EXECUTIVE SUMMARY

The Community Services & Parks (CSP) Department is requesting to accept Los Angeles County AD grant funding reallocated from FY 2022-2023 in the amount of \$195,214 from HCBS NI funding to purchase equipment and fleet for the Elderly Nutrition Program (ENP) in FY 2023-2024. The list of kitchen equipment approved for purchase include: food processor, blender, can opener, scale, mixer, steamer, refrigerator rack, and convection oven which will be installed/housed at the Adult Recreation Center's central kitchen for use for the Congregate Meals Program. One electric Meal Cargo Van was approved for purchase for the Home Delivered Meals Program for meal deliveries.

HSBS NI funding was initially awarded in FY 2022-2023 in the amount of \$245,980 and City Council authorized acceptance and contract execution on April 4, 2023, but due to timing constraints the funds couldn't be spent before the deadline, thus the LA County Aging and Disabilities Department (AD) reallocated the unspent funds in FY 2023-2024. In FY 2022-2023, the City purchased one electric 2023 Toyota BZ4X sedan for the Home Delivered Meal program case managers with HSBS NI funds, expending \$50,766.75 of the original awarded funds.

Following the purchase and arrival of the new kitchen equipment using these grant funds, CSP is requesting authorization to donate/transfer the old kitchen equipment, which is currently at the Adult Recreation Center, to the First Baptist Church of Glendale located at 209 N. Louise Street, Glendale, CA 91206.

COUNCIL PRIORITIES

N/A

RECOMMENDATION

It is respectfully recommended that the City Council approve a:

1. Motion to accept HCBS NI funding reallocated in FY 2023-2024 in the amount of \$195,214 for Congregate Meals (\$95,371) and Home Delivered Meals (\$100,843) for the purchase of approved equipment/fleet to be used for the provision of ENP; and authorize the City Manager or a designee to execute Amendment Eleven to the LA County AD Department Contract Subaward Number ENP202106 Subaward period July 2020 – June 2024 to accept and implement Los Angeles County AD funding.
2. Resolution of Appropriation to appropriate \$195,214 in HCBS NI funding for FY 2023-2024 for the purchase of equipment/fleet for the ENP Program.
3. Resolution authorizing the donation (transfer) of Adult Recreation Center Central Kitchen equipment to First Baptist Church of Glendale.

BACKGROUND

The Community Services & Parks (CSP) has been providing meal service to seniors 60 years and older in the Greater Glendale area since 1979 with grant funding administered from LA County AD Department through the federal Older Americans Act. The 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.

The Congregate Meal program operates three (3) 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. Currently, an average of 4,800-5,000 meals are served each month in the congregate meal program.

Home Delivered Meals clients participate in the program due to physical and/or medical reasons which make them homebound, and their status is substantiated by a doctor's order before beginning program services. Program services include a weekly delivery of seven (7) frozen meals that include bread, fruit, milk, and dessert. The Emergency Meals Program is part of the Home Delivered Meals program and provides 3 days' worth of shelf stable meals to all unduplicated clients enrolled in the program. Telephone Reassurance Program is also a part of the Home Delivered Meals program, which ensures seniors who are shut-in receive a weekly well-being phone call to check on their status. 1,800-2,000 meals are delivered each month through the home delivered meals program.

An approximate 500 unduplicated seniors are enrolled in the ENP program's C1 and C2 programs.

CSP was originally awarded an ENP grant award from LA County AD through the federal Older Americans Act in FY 2020-2021 through a noncompetitive process where the City entered into a subaward agreement for a 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. Baseline funding in the amount of \$431,000 is currently allocated in FY2023-2024 for C1, C2, and Telephone Reassurance programs. These grant funds, along with some general fund match funds help fund the City's ENP program.

The Congregate Meal Program is contracted by Elior to provide catering services using the Adult Recreation Center central kitchen. The current kitchen equipment at the Adult Recreation Center was purchased and installed when the Adult Recreation Center was newly built in 2010. The current equipment is over 13 years old and requires maintenance/facility service requests 3-4 times per year.

ANALYSIS

Home and Community Based Services (HCBS) Nutrition Infrastructure Funding:

In Spring 2022, LA County AD requested the City provide a list of "wish list" items for the ENP program to be considered for HCBS NI grant funding. The Adult Recreation Center's central kitchen, which is where the onsite congregate meals are prepared, is over 13 years old. Therefore, staff submitted a wish list for kitchen equipment that were old and constantly breaking down, so that funds can be secured to replace old equipment. Fortunately, the list was approved by LA County AD and with the additional funding costly equipment repair requests can be alleviated with the purchase of new equipment. The list of kitchen equipment approved for purchase include: food processor, blender, can opener, scale, mixer, steamer, refrigerator rack, and convection oven.

In addition, staff evaluated the current fleet for the ENP program and requested two (2)

electric vehicles. An E-Cargo Van for meal deliveries and a 2023 Toyota BZ4X for case manager home visits to client homes for assessment and enrollment.

On March 15, 2023, LA County AD sent the City an allocation letter notifying the City of an award in the amount of \$245,980 in grant funds from HCBS NI funding IN FY 2022-2023. A stipulation for the grant award was to purchase/order items no later than the June 30, 2023, and the items must be received no later than December 31, 2023.

CSP was able to procure and get reimbursed for the one electric vehicle 2023 Toyota BZ4X in FY 2022-2023 for \$50,766.75.

In June 2023, LA County AD informed the City if fleet/equipment purchases were not going to meet the June 30, 2023 procurement deadline, the funding would be reallocated in FY 2023-2024 to give the City additional time to purchase the remaining fleet/equipment. Therefore, the funds in the amount of \$195,214 are a reallocation from FY 2022-2023.

CSP staff is requesting to donate the current ARC central kitchen equipment which will be replaced with new equipment to the First Baptist Church of Glendale when the new products arrive onsite.

First Baptist Church of Glendale was founded in 1909 and has had non-profit status since 1955 to address social issues regarding homelessness and hunger facing residents in Glendale. To date, First Baptist has set up a food pantry to combat food insecurity and foster community.

If approved, the kitchen equipment will be moved from the current location at the Adult Recreation Center and picked up by movers provided by First Baptist Church of Glendale into their kitchen facilities located at 209 Louise Street, Glendale, CA 91206.

STAKEHOLDERS/OUTREACH

The Elderly Nutrition Program is part of the Senior Services Unit which operates out of the Adult Recreation Center and has two (2) additional meal sites at Sparr Heights Community Center and Pacific Community Center. Program services are advertised quarterly in the CSP Leisure Guide, periodically in the CSP Newsletter, on the department website and outreach is conducted with other community agencies to ensure the public is aware of the available services.

FISCAL IMPACT

The HCBS NI grant award was not included as a part of the FY 2023-24 budget and was not rolled over at the end of the year. Therefore, staff is requesting to appropriate \$195,214 from grant revenue for the purchase of equipment/fleet for the ENP program. The appropriation requests are outlined below:

HCBS Nutrition Infrastructure Grant Award

Requesting Appropriation			
Amount	From (Account String)	To (Account String)	Funding Source
\$100,843	32610-2700-CSP-0020-P0000 CSP01109AG	51000-2700-CSP-0020-P0000 CSP01109AG	Nutritional Meals Grant Fund
\$94,371	32610-2700-CSP-0020-P0000 CSP01108AG	\$82,683 51000-2700-CSP-0020-P0000 CSP01108AG \$11,688 45350-2700-CSP-0020-P0000 CSP01108AG	Nutritional Meals Grant Fund

There is no fiscal impact associated with the transfer of the kitchen equipment. First Baptist Church of Glendale is responsible for all costs associated with the transfer of the kitchen equipment from Adult Recreation Center to 209 N. Louise Street, Glendale, CA 91206.

ENVIRONMENTAL REVIEW (CEQA/NEPA)

Because no possibility exists that the activity in question (accepting grant funding) may have a significant effect on the environment, the activity is not subject to CEQA review under the commonsense exemption set forth in 14 Cal. Code Regs. § 15061(b)(3).

CAMPAIGN DISCLOSURE

N/A

ALTERNATIVES

Alternative 1: The City Council may approve: 1) a motion to accept HCBS NI funding for the purchase of equipment/fleet used for the provision of ENP services in the amount of \$195,214 from Los Angeles County AD for FY 2023-2024; and authorize the City Manager or a designee to execute Amendment Eleven to the LA County AD Contract Subaward Number ENP202106 Subaward period July 2020 – June 2024 to accept and implement LA County AD funding; 2) a resolution to appropriate \$195,214 in HCBS NI funding for FY2023-2024 for the purchase of equipment/fleet for the ENP Program, and approve the donation (transfer) of Adult Recreation Center kitchen equipment to First Baptist Church of Glendale.

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

ADMINISTRATIVE ACTION

Prepared by:

Aylin Isayan, Community Services Supervisor

Maggie Kavarian, Community Services Manager

Tereza Aleksanian, Deputy Director of Community Services & Parks

Approved by:

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

EXHIBITS/ATTACHMENTS

N/A