

# CITY OF LOS ANGELES

CALIFORNIA

JAIME H. PACHECO-OROZCO  
GENERAL MANAGER



**DEPARTMENT OF AGING**  
AN AREA AGENCY ON AGING  
221 N. FIGUEROA ST., STE. 500  
LOS ANGELES, CA 90012  
(213) 482-7252

ERIC GARCETTI  
MAYOR

August 12, 2022

Honorable City Council  
c/o Office of the City Clerk  
Room 395, City Hall  
Los Angeles, CA 90012

Honorable Councilmembers:

**APPROVAL TO TRANSFER FUNDS RELATED TO THE SENIOR MEALS PROGRAM APPROVED IN FISCAL YEAR 2021-22, TO AMEND CONTRACT C-140102 FOR TIME EXTENSION, TO ISSUE A REQUEST FOR PROPOSAL (RFP) FOR THE SENIOR MEAL PROGRAM, AND TO IMPLEMENT PILOT DINE-IN MEAL PROGRAM**

The City of Los Angeles Department of Aging (LADOA) requests City Council and Mayoral approval to transfer funds related to the Senior Meals Program approved in Fiscal Year 2021-22, to Amend Contract C-140102 for time extension, to issue a Request for Proposal (RFP) for the Senior Meal Program, and to implement a pilot dine-in meal program (see enclosed ED3 waiver).

If you have any questions regarding this matter, please contact Stewart Young at (213) 482-7246.

Sincerely,

*Jaime H. Pacheco-Orozco*

JAIME H. PACHECO-OROZCO  
General Manager

JHP:MFR:at:gdn/Senior Meal Program ED3 Transmittal Council Cover Ltr (Waiver)

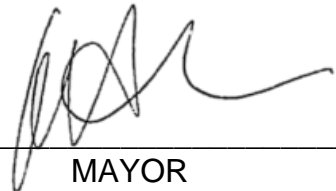
cc: City Attorney  
City Administrative Officer  
Chief Legislative Analyst

**TRANSMITTAL**

TO Department of Aging	DATE 08/10/2022	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT	

**APPROVAL OF REQUEST TO TRANSFER FUNDS RELATED TO THE SENIOR MEALS PROGRAM APPROVED IN FISCAL YEAR 2021-22, TO AMEND CONTRACT C-140102 FOR TIME EXTENSION, AND TO ISSUE A REQUEST FOR PROPOSAL (RFP) FOR SENIOR MEAL PROGRAM**

Approved, ED3 Waived, and Transmitted for further processing.



\_\_\_\_\_  
MAYOR  
(Andre Herndon for)

# CITY OF LOS ANGELES

CALIFORNIA

JAIME H. PACHECO-OROZCO  
GENERAL MANAGER



DEPARTMENT OF AGING  
AN AREA AGENCY ON AGING  
221 N. FIGUEROA ST., STE. 500  
LOS ANGELES, CA 90012  
(213) 482-7252

ERIC GARCETTI  
MAYOR

August 4, 2022

Council File Number:  
Council Districts: All  
Contact Persons & Phone  
Jaime H. Pacheco-Orozco  
(213) 810-4006

The Honorable Eric Garcetti  
Mayor, City of Los Angeles,  
Room 303, City Hall

Attention: Heleen Ramirez, Legislative Coordinator

## **APPROVAL TO TRANSFER FUNDS RELATED TO THE SENIOR MEALS PROGRAM APPROVED IN FISCAL YEAR 2021-22, TO AMEND CONTRACT C-140102 FOR TIME EXTENSION, AND TO ISSUE A REQUEST FOR PROPOSAL (RFP) FOR SENIOR MEAL PROGRAM**

The General Manager of the Los Angeles Department of Aging (LADOA) respectfully submits this transmittal for your review and approval. Expedited approval of this item is requested to ensure the uninterrupted provision of emergency food services to older adults in the City.

### **RECOMMENDATIONS**

The General Manager of the LADOA requests that the City Council, subject to approval of the Mayor, to:

1. AUTHORIZE the General Manager, or designee, to allocate funding as outlined in this report;
2. AUTHORIZE the General Manager, or designee, to execute an amendment to agreement C-140102 with Everytable, (Attachment 1), to extend the current contract term from June 30, 2022 through December 31, 2022, subject to review by the City Attorney as to form;
3. AUTHORIZE the General Manager, or designee, to issue a Request for Proposals (RFP) in accordance with City Procurement Policy and Charter

Section 1022 requirements (as applicable), subject to the approval of the City Attorney as to form, to establish a list of qualified vendors to support the City’s efforts at ensuring the provision of emergency meals and related services to older adults residing in the City of Los Angeles;

4. AUTHORIZE the General Manager, or designee, to provide unilaterally additional funds, on as-needed monthly basis, from the \$6.0M Senior Emergency Meals General Funds allocation to the Everytable contract to ensure the continuation of services until the above-mentioned procurement is completed and approved by City Council and the Mayor;
5. AUTHORIZE the General Manager, or designee, to set aside \$250,000 from the \$6.0M Senior Meals General Funds allocation to develop and implement a pilot Dine-In Meal program for participants at two congregate meal sites that would allow older adults to purchase two meals per week at pre-approved local restaurants and food venues.
6. AUTHORIZE the Controller to disburse funds upon submission of proper demand form the General Manager, or designee;
7. AUTHORIZE the Controller to:

A. Transfer \$6,000,000 funds from the FY 22-23 Unappropriated Balance, Senior Nutrition Services to Aging Fund 100 as follows:

	Fund	Dept.	Account No.	Account Title	Amount
From:	100	58	580394	Senior Nutrition Services	\$6,000,000
To:	100	02	001010	Salaries – General	\$37,710
	100	02	001070	Salaries – As-Needed	\$360,768
	100	02	001090	Salaries – Overtime	\$35,287
	100	02	003040	Contractual Services	\$5,537,817
	100	02	006010	Office & Admin Exp	\$28,418
				<b>Total</b>	<b>\$6,000,000</b>

B. Authorize the early reversion of the liquidated encumbrances of \$4,827,613.75 from the FY 21-22 the Department of Aging, Fund No 100/02, Account 003040, contractual services in July 2022, and revert the disencumbered amount to the Reserve Fund No, 101, and subsequently transfer to the Unappropriated Balance, and appropriate therefrom to the FY 22-23 Department of Aging, Fund 100/02, Account 003040, Contractual Services for the Senior Meals Emergency response Program.

- C. Authorize a transfer of \$612,457.75 from the Reserve fund to the Unappropriated Balance, and there from to the Department of Aging, Fund 100/02, Account 003040, Contractual Services for the Senior Meals Emergency response program.
8. AUTHORIZE the General Manager, or designee, to prepare additional Controller's instructions and any necessary technical adjustments that are consistent with the Mayor and Council actions on this matter, subject to the approval of the City Administrative Officer, and authorize the City Controller to implement those instructions.

## **BACKGROUND**

During the pandemic, addressing nutrition and food insecurity among older adults became top priorities for LADOA and the City of Los Angeles (City Council and Mayor). In response to this concern, the City allocated a combination of grant funds and City General Funds to establish an enhanced food distribution program relying on LADOA's existing staffing, its infrastructure, its service providers, and other City Disaster Service Workers. Last year, as the pandemic continued to pose significant risks to older adult populations, the City authorized the LADOA to enter into a non-competitive agreement with Everytable, PBC, (Everytable) with a contract term through June 30, 2022 and a maximum compensation amount of \$9,854,100 (\$9.85M) to provide meals to older adults affected by the Covid-19 pandemic and experiencing food insecurity (C.F. 22-0080). With the year-end closeout activities, the Department realized that the original \$9.85M had not been properly encumbered in its entirety and that there remains approximately \$5.4M in available funds requiring encumbrance in order to continue operating the senior meals program without interruption.

In addition, as part of the 2022-23 Adopted Budget, the City placed \$6 million (\$6.0M) in the Unappropriated Balance to continue to provide emergency meals to older adults (C.F. 22-0600). In light of the constantly evolving COVID-19 variants, this has proven to be a prudent decision. While the Delta and Omicron variants (B.1.1.529, BA.1, BA 1.1, BA.2, BA.3, BA.4, and BA.5) present less severe symptoms in individuals, studies show Omicron variants have a much higher rate of transmission and continue to lead to significant increases in hospitalization and deaths among older adults. Notwithstanding the generally less lethal aspect of the recent variants, the pandemic continues to disproportionately impact older adult populations beyond morbidity and mortality concerns, including but not limited to deepening food insecurity, increased social isolation and concomitant mental health issues, and housing instability.

Since its implementation in 2021-22, the Senior Meals Program is currently serving 4,401 older adults on a weekly basis, delivered over 576,076 meals, and enrolled on average 125 new clients per week.

## **DISCUSSION**

*Everytable Contract Amendment*

In order to ensure that the emergency meal programs services supported by the General Funds monies continue without interruption, LADOA is proposing to execute a no-cost time extension amendment to the existing Everytable contract that would run through the end of the current calendar year (December 31, 2022). For this to occur, the Department would need to encumber the unspent funds from 2021-22 in the amount of \$5,440,072 that were improperly encumbered inadvertently at the end of fiscal year. In addition, the Department seeks authority to concurrently release a Request for Proposal to develop a list of qualified vendors eligible to participate not only in the senior emergency meals program currently funded through General Funds (FY 2022-23) but also in senior emergency meals program(s) subsequently awarded through local, state, federal, or philanthropic grants. Having an established list of vendors will reduce administrative costs associated with subsequent procurements. Prior to the distribution of funds, the Department will secure both City Council and Mayor approval and coordinate with the City Attorney and CAO to ensure compliance with City contracting requirements.

While the Department expedites the procurement of the vendors through this RFP process, the Department requests authority to draw down from the \$6.0M allocation on a monthly basis (approximately \$1.5M monthly, with the current weekly expenditures of \$376,000) and add those funds to the Everytable contract. At present, the Department has seen an increase in enrollments averaging 125 enrollees per week. Accounting for the average increase in enrollments and the current utilization rates, the Department anticipates expending the remaining available funds from the original allocation (\$9.85M) through September 2022.

With the limited funding available in savings, the Department must choose either to limit additional enrollments, thereby allowing for a few additional weeks for current participants (Option 1), or to continue to accept new enrollments, thereby reducing the timeframe in which older adults can continue to receive emergency meals (Option 2). At present, older adults can choose to receive either 7 or 14 meals per week through Everytable. By exercising Option 2, the Department may also consider limiting the number of meals weekly to 7 meals for new enrollees (Option 3) or consider limiting all participants to a maximum of ten meals weekly (Option 4). Given that hunger and food insecurity continues to impact older adults, the Department recommends allowing new enrollments (Option 2) without reducing the number of meals for current or new enrollees.

This approach would require that the Department “tap” into the \$6.0M allocation available in FY 2022-23, until the procurement is completed.

#### *Authorization Request to Release a Request for Proposal for Meal Providers*

LADOA received additional funding of \$6.0M from City Council (C.F. 22-0600) to continue to address food insecurity within the elderly community. In compliance with City contracting requirements, the Department seeks to release a Request for Proposal to establish a list of eligible providers that would support the City’s emergency senior meals program. With this procurement, the Department is looking to diversify the pool of eligible entities providing delivered meals. This solicitation could generate interest from other private sector businesses, faith-based groups, and social enterprises, among others, that have the logistical and fiscal capability to provide meals to older adults.

In addition, the Department is proposing to set aside \$250,000 to develop and implement a pilot program that could potentially provide economic assistance to local businesses while addressing a critical social need in the City's older adult community. An often overlooked impact of the pandemic on older adults is the social isolation that has occurred and continues to occur. This pilot Dine-In program would allow older adults at congregate meal sites to have two additional meals a week in a local restaurant or eatery. Local vendors would be pre-approved by the Department's nutritionist to ensure that the meal offerings would meet established nutritional standards, food safety, and quality assurance requirements. This pilot effort may serve as a basis for determining whether to implement this program more broadly.

### **FISCAL IMPACT STATEMENT**

The proposed action involves allocations from the FY 2021-22 and FY 2022-23 Adopted Budget Unappropriated Balance. There is no additional impact to the General Fund.

Sincerely,



JAIME H. PACHECO-OROZCO  
General Manager

JHP:MFR:SY:at:gdn/Senior Meal Program Extension ED3 Transmittal 08042022

cc: City Attorney  
City Administrative Officer  
Chief Legislative Analyst