



## CONSENT CALENDAR

### City of San Bernardino Request for Council Action

**Date:** September 4, 2024

**To:** Honorable Mayor and City Council Members

**From:** Rochelle Clayton, Acting City Manager;  
Lydie Gutfeld, Director of Parks, Recreation & Community Services

**Department:** Parks & Recreation & Community Services

**Subject:** **Acceptance and Approval of Older Californians Nutrition Program Grant Award FY 2024/25 (All Wards)**

**Recommendation:**

It is recommended that the Mayor and City Council of the City of San Bernardino, California adopt Resolution No. 2024-195:

1. Authorizing the City Manager to approve a 2024/2025 Budget for year three of a three-year Older Californians Nutrition Program grant through the Department of Aging and Adult Services – Public Guardian (DAAS-PG); and
2. Authorizing the City Manager to accept the 2024/2025 Congregate Meal Program Grant Budget in the amount of \$392,541; and
3. Authorizing the City Manager or their designee to conduct all negotiations, signing and submittals of necessary documents to receive grant budget awards;
4. Approving certain related purchase orders to Sysco Foods (\$215,600) and Hollandia Dairy (\$24,530) and Consulting Health and Nutrition Services for continued operation of the Older Californians Nutrition Program; and
5. Authorizing the Director of Finance and Management Services to amend the grant funds for the period of July 1, 2024 through June 30, 2025.

**Executive Summary**

Grant funds for the Older Californians Nutrition Program have been awarded in the amount of \$392,541. Funds are administered by the County of San Bernardino Department of Aging and Adult Services – Public Guardian and will enable the city to meet the nutritional, wellness, and social needs of older adults.

## **Background**

The City of San Bernardino provides a senior nutrition program for seniors in the City, 60 years of age and older, providing lunch and dinner meals, Monday-Friday, year-round.

During FY 2023/24, the Older Californian Nutrition Program served 65,399 meals for a daily average of 266 individual clients, at six (6) nutrition sites: 5th Street Senior Center, Perris Hill Senior Center, Hernandez Community Center, Lytle Creek Community Center, New Hope Family Life Center, and Highland Senior Center. These meals were served both in in-person dine-in and grab-n-go style. The food is prepared in the main kitchen at the 5th Street Senior Center and delivered to the five other sites in hot and cold containers.

## **Discussion**

The Older Californian Nutrition Program (formerly the Senior Nutrition Program) is supported by funding received from the County of San Bernardino Department of Aging and Adult Services – Public Guardian (DAAS-PG, formerly DAAS) through County Contract No. 22-666. On July 10, 2024, the County of San Bernardino DAAS-PG issued an e-mail of Budget Approval (County of San Bernardino Nutrition Services Congregate/Home Delivered Meal Program Budget, City of San Bernardino IIC 2024-25) to the City of San Bernardino, approving \$392,541 for FY2024-25 to provide Elderly (Older Californians) Nutrition Program Services. This is an increase from the original first year allocation of \$369,749 and within the original annual contract agreement. This is the third (3rd) year of the three (3) year grant cycle with Fiscal Year beginning July 1, 2022, through June 30, 2025. The Program is expected to serve at least 52,300 total annual meals at the six nutrition sites.

At the June 15, 2022, MCC Meeting, the Mayor and City Council approved RFQ No: F-22-53 for Food Supplies and Consumable Products for Senior Nutrition Center, and it was determined that Sysco Foods and Hollandia Dairy, Inc. were the best bidders. It was recommended in the execution of the three (3) year agreement to issue annual purchase orders for the food vendors with an option of three (3) additional one (1) year renewals and issue the annual purchase order for nutrition consulting services (Amendment No. 2). We are recommending the City Council to approve extending the term of the master agreement of each food vendor by one year to meet proposed meal needs and extending the term of the master agreement of the required dietician services an additional 5% due to rising costs. Council approvals in years one (FY2022/2023) and two (FY2023/2024), as noted in the Synopsis of Previous Council Actions, and two Council approvals included these three vendors.

These proposed actions will allow the Older Californian Nutrition Program to continue to deliver without delay the proposed FY 2024/2025 nutritional services to the City's

senior population. FY2024/2025 is the third of the three one-year renewals. Staff recommends approval for the issuance of purchase orders as follows. Additionally, due to rising food costs, Staff also recommends approval of a \*10% Contingency (\$21,830) included for increased number of meals served and unpredictable inflationary cost increases:

Vendor	Cost	Contingency	Total
Sysco Food	\$ 196,000.00	\$ 19,600.00	\$ 215,600.00
Hollandia Dairy	\$ 22,300.00	\$ 2,230.00	\$ 24,530.00
Consulting Health Nutrition Services	\$ 18,700.00		

### **2021-2025 Strategic Targets and Goals**

This proposal aligns with Goal No. 1: Financial Stability by securing a long-term revenue source and creating a framework for spending decisions, Goal No. 2: Focused, Aligned Leadership and Unified Community by developing and implementing a community engagement plan, and Goal No. 3: Improved Quality of Life by providing low-cost nutritious meals for the senior aged population.

### **Fiscal Impact**

The amount of grant funding currently available to the City from the County for FY 2024/25 is \$ 392,541. Acceptance of the grant would entail an amendment to the FY 2024/25 adopted budget consistent with the attached City of San Bernardino Parks and Recreation Department FY 2024/25 Program Budget Detail Sheet (Project #: 0513 Sr. Nutrition Grant 2024-25), which includes City cash in the amount of \$89,427 (covers \$1645 for education/training from Nutritionist and \$150,092 for anticipated food costs and an additional 10% contingency of \$21,830 for unforeseen meal and food cost increases less the \$85,000 from adopted FY 2024/25 Adopted budget) and in-kind in the amount of \$96,042 (covers personnel costs for volunteers and utilities).

### **Conclusion**

It is recommended that the Mayor and City Council of the City of San Bernardino, California adopt Resolution No. 2024-195:

1. Authorizing the City Manager to approve a 2024/2025 Budget for year three of a three-year Older Californians Nutrition Program grant through the Department of Aging and Adult Services – Public Guardian (DAAS-PG); and
2. Authorizing the City Manager to accept the 2024/2025 Congregate Meal Program Grant Budget in the amount of \$392,541; and
3. Authorizing the City Manager or their designee to conduct all negotiations, signing and submittals of necessary documents to receive grant budget awards;
4. Approving certain related purchase orders to Sysco Foods (\$215,600) and

Hollandia Dairy (\$24,530) and Consulting Health and Nutrition Services for continued operation of the Older Californians Nutrition Program; and

5. Authorizing the Director of Finance and Management Services to amend the grant funds for the period of July 1, 2024 through June 30, 2025.

**Attachments**

Attachment 1	Resolution No. 2024-195
Attachment 2	2022-25 OCNP Grant, Exhibit A – County Contract No. 22-666
Attachment 3	2022-25 OCNP FY2025 Orig Budget Approved 7-10-24
Attachment 4	2024-25 OCNP Grant Program Budget Detail Sheet
Attachment 5	2024-25 OCNP Amendment No. 2_ Consulting Health & Nutrition Services Inc
Attachment 6	Goods Agreement_Sysco_2024-2025
Attachment 7	Goods Agreement_Hollandia Dairy_2024-2025
Attachment 8	Sysco Price Form Exhibit A and C
Attachment 9	Hollandia Dairy Price Form Exhibit A and C
Attachment 10	2022-25 SNP Grant, Food&Consumables Bid Responses-RFQ 22-53

**Ward:**

All Wards

**Synopsis of Previous Council Actions:**

On October 4, 2023, the Mayor and City Council adopted Resolution No. 2023-150, accepted the Department of Aging and Adult Services – Public Guardian (DAAS-PG) grant award in the amount of \$376,667, appropriated the grant funds, and approved certain related purchase orders for continued operation of the Older Californians Nutrition Program for the period of July 1, 2023 through June 30, 2024.

On June 15, 2022, the Mayor and City Council adopted Resolution No. 2022-126, approving San Bernardino County Department of Aging and Adult Services (DAAS) Contract No. 22-666 for Elderly Nutrition Program Services in the amount of \$1,220,000 for the contract period of July 1, 2022 through June 30, 2025; ratifying the Grant Budget submittal and accepting the Grant Award of \$348,749; authorizing the Director of Finance or designee to amend the FY 2022/23 and FY2023/24 adopted budgets to reflect grant revenue and expenditures accordingly; and approved certain related purchase orders for continued operation of the Senior Nutrition Program for the period of July 1, 2022 through June 30, 2023.