

**APPROVED**  
OCT 18 2006

REPORT OF GENERAL MANAGER

NO. 06-304

DATE October 18, 2006

~~BOARD OF RECREATION  
and PARK COMMISSIONERS~~

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SENIOR CITIZEN NUTRITION PROGRAM (SCNP) – MEMORANDA OF AGREEMENT BETWEEN RECREATION AND PARKS AND VARIOUS CONGREGATE MEAL SITES

J. Combs \_\_\_\_\_  
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S. Huntley \_\_\_\_\_  
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J. Kolb \_\_\_\_\_  
F. Mok \_\_\_\_\_  
\*K. Regan [Signature]  
M. Shull \_\_\_\_\_

[Signature: K. Regan for JKM]  
General Manager

Approved [Signature]

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the proposed one-year Memoranda of Agreement (MOA), substantially in the form on file in the Board Office, subject to the approval of the Mayor, and City Attorney as to form, between the Department of Recreation and Parks (Department) and the Israel Levin Senior Adult Center, Opica Day Care, St. John Baptist Church, Temple Ahavat Shalom, West Los Angeles Japanese Center, St. Nicholas Apartments, and Plummer Apartments for continuing to provide facilities where seniors can receive meals in a congregate setting;
2. Direct the Board Secretary to transmit forthwith the proposed MOA's to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review and approval as to form; and,
3. Authorize the General Manger to expeditiously execute the MOA's, upon receipt of the necessary approvals.

SUMMARY:

The Senior Citizen Nutrition Program is a part of a larger program funded federally by the Older Americans Act (OAA) through the Department of Aging (DOA). There are two phases of the Senior Citizen Nutrition Program, one provides home delivered meals, and the other provides

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meals in a congregate setting. Senior citizens can participate in this program at thirteen sites and receive healthy meals for little or no cost. Six of the sites are Department facilities. The other facilities are provided by non-profit organizations dedicated to serving the senior citizen population. During Fiscal Year 2005-2006, more than 7,500 meals per month were served at the various facilities for a total of over 91,000 meals served. For the current fiscal year, projected numbers of meals are expected to exceed the previous year.

The contract between the Department and DOA requires that an agreement be in place with each of the congregate meal sites. In prior years, this was accomplished via Letters of Agreement; however, staff has recommended that these agreements be made via MOA's, which are considered the more appropriate format for such agreements. The agreements in all but two cases involve no monetary consideration but, because of contract requirements, are made essentially to memorialize the responsibilities of each party to the agreements. The primary responsibilities of the non-profit partners include providing sufficient numbers of tables and chairs and maintaining clean dining areas. Department responsibilities include providing the food and food service items for the program participants.

### FISCAL IMPACT STATEMENT:

The proposed agreements involve no monetary consideration for the non-profit partners except for the Israel Levin Senior Adult Center, which receives \$100 in monthly rental charges, and the West Los Angeles Japanese Center, which receives \$125 monthly for facility rental. These charges are paid for with OAA grant funds and represent no impact to the General Fund.

This report prepared by Olujimi A. Hawes, Management Analyst II, Pacific Region.