



# Administrative Report

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H.14., File # 23-6403

Meeting Date: 10/1/2024

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**To:** MAYOR AND CITY COUNCIL  
**From:** ELIZABETH HAUSE, COMMUNITY SERVICES DIRECTOR

## **TITLE**

APPROVE AN AGREEMENT WITH MBM HOSPITALITY, INC. TO PROVIDE LUNCHTIME MEALS FOR SENIORS AT THE PERRY PARK SENIOR CENTER FOR THE TERM OCTOBER 1, 2024 TO SEPTEMBER 30, 2025

## **EXECUTIVE SUMMARY**

Las year the City Council approved \$12,000 of annual funding to resume the City's Senior Lunch Program. The program was held prior to the pandemic through a partnership with the Young Men, Women and Children Association (YMCA) of Torrance at multiple senior center facilities. The YMCA provided both food and funding to support the activity.

In order to reestablish the program, staff obtained proposals from three local catering companies and conducted a blind taste test of the vendors, where representatives from the City's senior centers sampled each vendor's food and ranked the various items on taste and quality. At the conclusion of the effort, made by Meg Hospitality, Inc. (MBM) was selected for its overall food quality and its economical price point, which fell in the middle of the three proposals. As such, staff recommends the City Council approve an agreement with MBM to provide the food for the City's Senior Lunch Program. If the agreement is approved, the program would begin in early October and be held weekly at the Perry Park Senior Center.

## **BACKGROUND**

The City Council's Strategic Plan includes an objective to provide a report on the feasibility of reinstating the senior lunch program. Prior to the pandemic, the City hosted this lunch program in partnership with the YMCA of Torrance. Since the pandemic, the program has not been reinstated due to infrastructure needs and lack of available funding. Last year, the City Council allocated ongoing funding of \$12,000 from the General Fund to support the resumption of the program.

To initiate reinstatement of the program, staff earlier this year, contacted five local catering companies to provide proposals that outlined sample lunchtime menus and per meal pricing, including delivery. Three caterers submitted proposals and were asked to participate in a taste test. Seniors from all three senior centers were invited to participate, however, representatives from only Anderson and Perry Park Senior Centers volunteered. The taste tests were held over a series of days and staff ensured that the name of each vendor was confidential to participants. Each meal was ranked by the quality of ingredients, quality of the entrée, and given an overall ranking. MBM was selected due to its overall rankings, robust menu options, and its per meal pricing that fell in the

middle of the three vendors submitting proposals.

The term of the proposed Agreement with MBM runs from October 1, 2024 to September 30, 2025. This would provide the necessary time to gauge senior participation and help ensure that the program is successful over time. Lunchtime meal service would be provided at least one day per week at the Perry Park Senior Center and include a variety of hot and cold meals, approved through coordination with staff. MBM would charge \$13.14 per meal. However, the City would charge each senior only \$4 per meal with the remaining balance being supplemented with the \$12,000 General Fund allocation. Additionally, MBM would charge the City a \$35 delivery fee for each day of service, which would also be paid from the \$12,000 funding allocation. Currently it is anticipated that 20 to 25 seniors would participate in the program each week. Funding for the program is expected to be sufficient to cover the projected level of attendance

Staff recommends that the City Council approve the services agreement with MBM to provide lunchtime senior meals at the Perry Park Senior Center. The resumption of this program has been met with excitement from many seniors in the community.

#### **COORDINATION**

The Community Services developed this report and coordinated preparation of the agreement with the City Attorney's Office.

#### **FISCAL IMPACT**

The \$12,000 included in the Community Services Department's Budget for the Senior Lunch Program is expected to be sufficient to cover the anticipated level of program participation.

#### **APPROVED BY:**

*Mike Witzansky, City Manager*

#### **ATTACHMENTS**

- Agmt - Made by Meg Hospitality, Inc. with Insurance