

April 1, 2025

Honorable Mayor and City Council  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to authorize the City Manager, or designee, to execute an agreement with the Long Beach Unified School District for food preparation for the 2025 Summer Food Service Program, in an amount not to exceed \$345,150; execute a sponsor/site agreement with the City of Signal Hill; and execute any documents, including any necessary subsequent amendments, to accept funds, implement, and administer the 2025 Summer Food Service Program, from June 16, 2025, through August 22, 2025. (Citywide)

**DISCUSSION**

Since 1980, the Parks, Recreation and Marine Department (PRM) has operated a Summer Food Service Program that provides free lunches to low-income children, eighteen years of age and under, who, in the absence of the program, would not receive their normal school lunches during summer vacation. The 2025 Summer Food Service Program (Program) is sponsored through a grant from the California Department of Education (CDE). In 2008, the City of Long Beach (City) applied for and was granted a permanent agreement to participate and receive funding from the CDE, thus eliminating the annual grant application process. Because PRM coordinates with other agencies to administer the Program, City Council approval is required annually to execute agreements to allow them to operate under the Program. These agreements include an operational agreement with the Long Beach Unified School District (LBUSD) for the preparation and delivery of the lunches, and sponsor/site agreements with participating agencies for the distribution of the lunches. This year, lunches will be provided at 23 sites throughout Long Beach and one site in Signal Hill (Attachment A).

Community organizations that participate in the Program are required to secure the necessary insurance as deemed appropriate by the City's Risk Manager and to comply with regulations set forth by the CDE. As in the past, organizations that had previously participated were invited to be a part of this year's Program. Each year, new agencies requesting information about the Program are also given the opportunity to participate.

The Program will run from June 16, 2025, through August 22, 2025. PRM's payment to LBUSD for food preparation and delivery is projected to be approximately \$341,250, which represents a cost of \$5.25 per lunch for an estimated 65,000 lunches served. Major funding for the Program will be provided by the CDE, at a reimbursement rate of \$5.31 for each meal served, which includes the cost of the meal, plus PRM's operating costs eligible under the grant. The staffing level required to coordinate the Program is mainly funded through the grant; however, a General Fund subsidy is required to augment current staffing levels at the park sites for Program

operations and interdepartmental charges. Actual total Program cost may differ from the estimate, depending on the actual number of lunches served.

This matter was reviewed by Deputy City Attorney Anita Lakhani on March 5, 2025, and by Budget Analysis Officer Greg Sorensen on March 13, 2025.

#### TIMING CONSIDERATIONS

City Council action is requested on April 1, 2025, to allow sufficient time to execute the agreements prior to the California Department of Education's deadline of May 15, 2025.

#### FISCAL IMPACT

The total Program cost is estimated at \$445,150. Of that amount, the California Department of Education will reimburse the Parks, Recreation and Marine Department in the amount of \$345,150, based upon the reimbursement rate per meal served. This is currently budgeted in the General Grants Fund Group in the Parks, Recreation and Marine Department. The remaining \$100,000 is an administrative expense that is ineligible for reimbursement under the grant and is currently budgeted in the General Fund Group in the Parks, Recreation and Marine Department. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. This recommendation will result in a positive impact on jobs. A total of three temporary part-time jobs will be created for PRM staff for the duration of the Program.

#### SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



Brent Dennis  
Director  
Parks, Recreation and Marine

APPROVED:



THOMAS B. MODICA  
CITY MANAGER