



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**DATE: JUNE 28, 2022**

**FROM: PARKS, RECREATION AND COMMUNITY  
SERVICES DEPARTMENT**

**WARDS: ALL**

**SUBJECT: APPROVAL TO SUBMIT A GRANT APPLICATION TO THE CALIFORNIA DEPARTMENT OF EDUCATION FOR THE 2022 SUMMER FOOD SERVICE PROGRAM IN THE AMOUNT OF \$179,600; AND AUTHORITY TO ENTER INTO AN AGREEMENT WITH RIVERSIDE UNIFIED SCHOOL DISTRICT TO PROVIDE MEALS FOR THE 2022 SUMMER LUNCH PROGRAM, FOR A TOTAL AMOUNT OF \$150,000 – SUPPLEMENTAL APPROPRIATION**

## **ISSUE:**

Approval to submit a grant application to the California Department of Education for the 2022 Summer Food Service Program in the amount of \$179,600 and enter into an Agreement with Riverside Unified School District to provide meals for the Summer Food Service Program, for a total amount of \$150,000.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the submission of a grant application to the California Department of Education Nutrition Services Division for the 2022 Summer Food Service program in the amount of \$179,600;
2. With at least five affirmative votes and upon grant award, authorize an increase in estimated revenues in the amount of the grant award and appropriate expenditures in the same amount to the Grants and Restricted Programs Fund, Summer Food Service Program;
3. Authorize the City Manager, or his designee, to execute all grant documents necessary for the 2022 Summer Food Service Program, including making minor and non-substantive changes;
4. Approve the Summer Food Service Program Agreement with the Riverside Unified School District in the amount of \$150,000 to provide meals associated with the 2022 Summer Food Program, contingent upon receipt of the grant from the State of California; and

5. Authorize the City Manager or designee to execute the Summer Food Services Agreement with the Riverside Unified School District, contingent upon receipt of the grant from the State of California in the amount of \$179,600, or in the amount of the grant award, including making minor and non-substantive changes.

## **BACKGROUND:**

Through grants from the California Department of Education, the Parks, Recreation and Community Services Department (PRCSD) has offered the Summer Food Service Program (SFSP) at park sites throughout the City of Riverside. This program allows the City to provide free lunches to economically disadvantaged youth at sites that are directly supervised by the Department.

This year, the ten sites listed below qualified for this program under federal guidelines:

	<b>Site</b>	<b>Address</b>
1	Bobby Bonds Park	2060 University Avenue
2	Bordwell Park	2008 Martin Luther King Boulevard
3	Bryant Park	7950 Philbin Street
4	Hunt Park	4015 Jackson Street
5	La Sierra Park	5215 La Sierra Avenue
6	Lincoln Park	4261 Park Avenue
7	Nichols Park	5505 Dewey Avenue
8	Patterson Park	1864 Linden Street
9	Reid Park	701 N. Orange Street
10	Villegas Park	3091 Esperanza Street

The grant allows for a \$4.49 reimbursement per meal for meals served, covering operating and administrative costs. Based on the number of daily BBQ lunch meals served last summer, the City anticipates serving approximately 800 meals daily during the ten-week program. The maximum meal reimbursement for an estimated 40,000 meals served is \$179,600.

For the past eighteen years, the City has contracted with Riverside Unified School District (RUSD) for the SFSP, with periodic minimal cost increases. RUSD staff follows State nutritional guidelines, offers a variety of lunch choices to participants, and provides delicious food and hot meals each day. With fair pricing and professional service provided by RUSD, the City can conduct a quality program with high customer satisfaction. Additionally, a provision in the state guidelines allows participating agencies to contract with a local school district to prepare meals without going through the formal bid process.

## **DISCUSSION:**

The PRCSD will continue to contract with RUSD for the SFSP in 2022 because RUSD staff follows State nutritional guidelines, offers various lunch options to participants, and provides delicious food and hot meals each day. Fair pricing and professional services offered by RUSD allows the City to conduct a quality program with high customer satisfaction, directly benefitting the Riverside community.

Pursuant to Purchasing Resolution No. 23812, Section 702 (g), which states “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: “...where payment for Services is to be made to a Federal, State, and/or other public entity.”

A provision in the State guidelines allows participating agencies to contract with a local school district for the preparation of meals without going through the formal bid process. In accordance with State guidelines, the Department requests to contract with RUSD to provide lunches for the 2022 SFSP.

The Purchasing Manager concurs that the recommendation in this report is in compliance with Purchasing Resolution No. 23812 Section 702 (g).

### **STRATEGIC PLAN ALIGNMENT:**

Offering the Summer Food Service Program contributes to **Strategic Priority 2 – Community Well-Being** and **goal 2.3** – improving community health and **goal 2.4** - enhancing the community’s trust and neighborhood engagement.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The Summer Food Service Program provides a public need and serves the greater good by providing free meals across the city.
2. **Equity** – The Summer Food Service Program is accessible to all underserved communities and promotes food equity and food security among the community.
3. **Fiscal Responsibility** – The partnership with Riverside Unified School District helps the City provide the Summer Food Service Program to its residents and is funded by the California Department of Education.
4. **Innovation** – The Summer Food Service Program Grant assists the city in addressing the community’s social service’s needs through a partnership between the state, the city and Riverside Unified School District.
5. **Sustainability & Resiliency** – By partnering annually with Riverside Unified School District, the City of Riverside ensures social service needs continue to be met and resources are accessible to the community.

### **FISCAL IMPACT:**

The fiscal impact of this recommendation is \$179,600. A grant from the California Department of Education will reimburse the City of Riverside \$179,600 for the Summer Food Program. Upon Council approval and grant award the following increases in the revenue and expenditures will be made to the accounts below in the Grants and Restricted Programs Fund, Summer Food Program, or in the amount of the grant award:

<b>Fund</b>	<b>Account No.</b>	<b>Description</b>	<b>Appropriation</b>
Grants & Restricted Programs Fund	Revenue		
	9345800-334100	State Operating Grant	\$179,600
	Expenditures		
	9345800-411500	Salaries Regular	\$29,000
	9345800-421000	Professional Services	\$150,000
	9345800-427100	Travel	\$100
	9345800-426500	Recreational Supplies	\$500

Prepared by:	Pamela M. Galera, Parks, Recreation and Community Services Director
Certified as to availability of funds:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/Treasurer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachment:	Summer Food Service Program Standard Food Service Agreement
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