



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 12, 2018**

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

**SUBJECT: GRANT APPLICATION TO THE CALIFORNIA DEPARTMENT OF EDUCATION NUTRITION SERVICES DIVISION FOR THE 2018 SUMMER FOOD SERVICE PROGRAM FOR AN AMOUNT OF \$177,560; SUMMER FOOD SERVICE PROGRAM STANDARD FOOD SERVICE AGREEMENT WITH THE RIVERSIDE UNIFIED SCHOOL DISTRICT IN THE AMOUNT OF \$133,400 TO PROVIDE MEALS FOR 2018 SUMMER FOOD SERVICE PROGRAM – SUPPLEMENTAL APPROPRIATION**

## **ISSUES:**

Approve a grant application to the California Department of Education Nutrition Services Division for an amount of \$177,560; and a Summer Food Service Program Standard Food Service Agreement with Riverside Unified School District, in accordance with Purchasing Resolution No. 23256, Section 702(f), in the amount of \$133,400 to provide meals for the 2018 Summer Food Service Program.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve a grant application in the amount of \$177,560 to the California Department of Education Nutrition Services Division for the 2018 Summer Food Service Program;
2. Authorize the City Manager, or designee, to execute all grant documents necessary for approval, including making any minor and non-substantive changes to the documents;
3. Upon grant award, authorize an increase in estimated revenues in the amount of \$177,560 to account 9337557102-334100 and appropriate expenditures in the same amount to the accounts noted in the fiscal impact section for the 2018 Summer Food Service Program;
4. Approve a Summer Food Service Program Standard Food Service Agreement with Riverside Unified School District in the amount of \$133,400 to provide meals associated with the 2018 Summer Food Program, contingent upon receipt of the grant from the State of California; and

5. Authorize the City Manager, or his designee, to execute the Summer Food Service Program Standard Food Service Agreement with Riverside Unified School District, including making minor and non-substantive changes.

## **BACKGROUND:**

Through a grant from the California Department of Education Nutrition Services Division, the Parks, Recreation and Community Services Department (PRCSD) has offered the Summer Food Program for many years at sites throughout the City. This program allows the City to provide free lunches to economically disadvantaged children at sites that are directly supervised by the Department.

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

1.	Bobby Bonds Park	2060 University Avenue
2.	Bordwell Park	2008 Martin Luther King Boulevard
3.	Bryant Park	7950 Philbin Street
4.	Fairmount Park	2601 Fairmount Blvd
5.	Hunt Park	4015 Jackson Street
6.	La Sierra Park	5215 La Sierra Avenue
7.	Lincoln Park	4261 Park Avenue
8.	Nichols Park	5505 Dewey Avenue
9.	Patterson Park	1864 Linden Street
10.	Reid Park	701 N. Orange Street
11.	Villegas Park	3091 Esperanza Street

The grant allows for a \$3.86 reimbursement per meal, which helps cover the cost of food, operating and administrative costs. Based on the number of daily BBQ lunch meals served last summer, and the shorter summer school break, the City anticipates serving approximately 1,150 meals daily during the eight-week program. The maximum meal reimbursement for an estimated 46,000 meals is \$177,560.

## **DISCUSSION:**

For the past 15 years, the City has contracted with Riverside Unified School District (RUSD) for the Summer Food Program, with only periodic minimal cost increases and continuous high customer satisfaction. RUSD will provide meals that meet the standards for the National School Lunch Program and deliver meals to the eleven sites listed above. 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 services provided by RUSD, the City is able to provide a quality program with high customer satisfaction directly benefitting the Riverside communities.

The competitive procurement process to acquire services for this program has been waived in accordance with Purchasing Resolution No. 23256, Section 702 (f), which waives the competitive procurement requirement when payment will be made to a Federal, State and/or public entity. The Purchasing Services Manager concurs that this report is in compliance with Purchasing Resolution No. 23256.

**FISCAL IMPACT:**

The grant from the California Department of Education will reimburse the City for approximately \$177,560 for the 2018 Summer Food Program and will be deposited into account 9337557102-334100. Upon receipt of the grant award, the City will execute a contract with RUSD to provide lunches for the 2018 Summer Food Program in the amount of \$133,400 and the remaining \$44,160 will be used for PRCSD Administrative costs associated with running the program.

<b>Expenditure Account No.</b>	<b>Description</b>	<b>Supplemental Appropriation</b>
5225000-9337557102-421000	Professional Services	\$133,400
5225000-9337557102-411100	Salaries Regular	\$14,218
5225000-9337557102-411110	Salary Temp & Part Time	\$28,314
5225000-9337557102-425400	General Office Expense	\$1,032
5225000-9337557102-427100	Travel	\$596

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services Director  
 Certified as to availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer  
 Approved by: Al Zelinka, FAICP, City Manager  
 Approved as to form: Gary G. Geuss, City Attorney

Attachment: Summer Food Service Program Standard Food Service Agreement