



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: MAY 19, 2020**

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

**SUBJECT: SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA DEPARTMENT OF EDUCATION NUTRITION SERVICES DIVISION FOR THE 2020 SUMMER FOOD SERVICE PROGRAM IN THE AMOUNT OF \$175,000 AND AUTHORITY TO ENTER INTO AN AGREEMENT WITH RIVERSIDE UNIFIED SCHOOL DISTRICT IN THE AMOUNT OF \$150,000 TO PROVIDE MEALS FOR THE 2020 SUMMER LUNCH SERVICE PROGRAM THROUGH AUGUST 7, 2020 – SUPPLEMENTAL APPROPRIATION**

## **ISSUE:**

Approval to submit a grant application to the California Department of Education Nutrition Services Division to offer the 2020 Summer Food Service Program and enter into an Agreement with Riverside Unified School District to provide the meals for the Summer Food Service Program.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the submittal of a grant application to the California Department of Education Nutrition Services Division for the 2020 Summer Food Service Program in the amount of \$175,000;
2. Upon grant award, authorize an increase in revenues in the amount of \$175,000 to the Summer Foods 2020 grant revenue account and appropriate expenditures in the same amount to the Summer Foods 2020 grant expenditure accounts;
3. Authorize the City Manager, or his designee, to execute all grant documents necessary for the 2020 Summer Food Service Program, including making minor non-substantive changes;
4. Adopt the attached resolution waiving the competitive procurement requirements of Purchasing Resolution No. 23256 to contract with the Riverside Unified School District to Provide lunches for the 2020 Food Program;
5. Approve the Summer Food Service Program Agreement with Riverside Unified School District in the amount of \$150,000 to provide meals associated with the Summer Food Program through August 7, 2020, contingent upon receipt of the grant from the State of

California; and

6. Authorize the City Manager, or his designee, to execute the Summer Food Service Program Agreement with Riverside Unified School District in the amount of \$150,000, contingent upon receipt of the grant from the State of California.

### **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 10 park sites throughout the City of Riverside. This program allows the City to provide free lunches to economically disadvantaged youth under the age of 18 and disabled adults, at sites that are directly supervised by Department staff.

This year, the 10 sites listed below qualified for this program under federal guidelines:

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 \$3.50 reimbursement per meal for meals served to cover operating and administrative costs. Based on the number of daily BBQ lunch meals served last summer, the City anticipates serving approximately 1,040 meals daily during the 10-week program. The maximum reimbursement for an estimated 50,000 meals served is \$175,000.

Purchasing Resolution No. 23256, Section 702(f) 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.

For the past 17 years, the City has contracted with Riverside Unified School District (RUSD) for the SFSP, with only 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 services provided by RUSD, the City is able to 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 for the preparation of meals without going through the formal bid process.

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution 23256 Section 702(f).

### **DISCUSSION:**

The PRCSD will continue the SFSP in 2020, because RUSD staff follows State nutritional guidelines, offers a variety of lunch choices to participants, and provides delicious food and hot meals each day. Fair pricing and professional services provided by RUSD allows the City to conduct a quality program with high customer satisfaction directly benefitting the Riverside community.

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 2020 SFSP.

### **FISCAL IMPACT:**

The grant from the California Department of Education will reimburse the City for approximately \$175,000 for the 2020 Summer Food Program and will be deposited into the Summer Food 2020 account 9341600102. Upon receipt of the grant award, the City will execute a contract with Riverside Unified School District to provide lunches for the 2020 Summer Food Service Program in the amount of \$150,000 and the remaining \$25,000 will be used for PRCSD administrative and program costs.

<b>Expenditure Account No.</b>	<b>Description</b>	<b>Supplemental Appropriation</b>
9341600-421000	Professional Services	\$150,000
9341600-411100	Salaries Regular	\$1,000
9341600-411110	Salary Temp & Part Time	\$23,100
9341600-425400	General Office Expense	\$500
9341600-427100	Travel	\$400

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services Director  
 Certified as to  
 availability of funds: Edward Enriquez, Chief Financial Officer / City Treasurer  
 Approved by: Rafael Guzman, Assistant City Manager  
 Approved as to form: Gary G. Geuss, City Attorney

### **Attachments:**

1. Summer Food Resolution
2. Summer Food Service Program Standard Food Service Agreement