



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**DATE: MAY 18, 2021**

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

**WARDS: ALL**

**SUBJECT: APPROVAL TO SUBMIT A GRANT APPLICATION TO THE CALIFORNIA DEPARTMENT OF EDUCATION FOR THE 2021 SUMMER FOOD SERVICE PROGRAM IN THE AMOUNT OF \$224,400 AND AUTHORITY TO ENTER INTO AN AGREEMENT WITH RIVERSIDE UNIFIED SCHOOL DISTRICT IN THE AMOUNT OF \$158,400 TO PROVIDE MEALS FOR 2021 SUMMER LUNCH PROGRAM – SUPPLEMENTAL APPROPRIATION**

## **ISSUE:**

Approval to submit a grant application to the California Department of Education to offer the 2021 Summer Food Service Program in the amount of \$224,400 and enter into an Agreement with Riverside Unified School District in the amount of \$158,400 to provide the meals for the Summer Food Service Program.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the submission of a grant application to the California Department of Education Nutrition Services Division for the 2021 Summer Food Service program in the amount of \$224,400;
2. With at least five affirmative votes and upon grant award, authorize an increase in estimated revenues in the amount of \$224,400 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 2021 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 2021 Summer Food Service Program;

5. Approve the Summer Food Service Program Agreement with the Riverside Unified School District in the amount of \$158,400 to provide meals associated with the 2021 Summer Food Program, 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 Services Agreement with the Riverside Unified School District, contingent upon receipt of the grant from the State of California in the amount of \$158,400, including making minor 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 \$4.25 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 1,100 meals daily during the ten-week program. The maximum meal reimbursement for an estimated 52,800 meals served is \$224,400.

For the past sixteen years, the City has contracted with Riverside Unified School District (RUSD) for the Summer Food Program, 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 the SFSP in 2021 because RUSD staff follows State nutritional guidelines, offers a 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. 23256, Section 702 (f), which states “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: when 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 2021 SFSP.

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

### **FISCAL IMPACT:**

The fiscal impact of this recommendation is \$224,400. A grant from the California Department of Education will reimburse the City of Riverside \$224,400 for the Summer Food Program. Upon Council approval the following increases will be made to the accounts below in the Grants and Restricted Programs Fund, Summer Food Program:

<b>Expenditure Account No.</b>	<b>Description</b>	<b>Supplemental Appropriation</b>
9343900102-411500	Salaries Regular	\$58,250
9343900102-421000	Professional Services	\$165,237
9343900102-425400	General Office Expense	\$50
9343900102-427100	Travel	\$250
9343900102-426500	Recreational Supplies	\$500
9343900102-425600	Central Printing	\$113

Prepared by: Adolfo Cruz, Parks, Recreation & Community Services Director  
 Certified as to availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
 Approved by: Al Zelinka, City Manager  
 Approved as to form: Kristi J. Smith, Interim City Attorney

### **Attachments:**

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