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OFFICE OF THE CITY CLERK
OAKLAND

2019 MAY -2 PM 6:21

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Sara Bedford
Director, Human Services

SUBJECT: 2019 Summer Food Service Program

DATE: April 22, 2019

City Administrator Approval

Date:

5/2/19

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution:

- 1) Authorizing The City Administrator To Accept The Summer Food Service Program (SFSP) Grant From The California Department Of Education, Nutrition Services Division In An Amount Not To Exceed \$294,000;
- 2) Authorizing The City Administrator To Enter Into Agreements With Uptons, Inc. Dba School Foodies In An Amount Not To Exceed \$232,686 And With Revolution Foods In An Amount Not To Exceed \$73,350 To Provide Food Services For The Period June 10, 2019 Through August 9, 2019;
- 3) Authorizing The City Administrator To Accept And Appropriate Additional SFSP Grant Money That Becomes Available And Amend The Agreements To Increase The Grant Amount Within The Grant Term Of June 10, 2019 Through August 9, 2019;
- 4) Adjusting The FY 2018-2019 Adopted Budget To Transfer Salary Savings In The Amount Of Approximately \$158,057 To Fund Operations And Maintenance; And
- 5) Authorizing A Contribution From The General Purpose Fund In An Estimated Amount Of \$133,307 To Offset Overhead Charges.

EXECUTIVE SUMMARY

Staff recommends that the City Council adopt a resolution authorizing the City Administrator to accept the Summer Food Service Program (SFSP) grant from the California Department of Education, Nutrition Services Division in an estimated amount of \$294,000 to reimburse the City's SFSP for the provision of 60,000 free lunches and 60,000 free snacks to Oakland children during the grant period from June 10, 2019 to August 9, 2019. Staff also recommends that the City Council authorize agreements with Uptons, Inc. dba School Foodies and Revolution Foods to provide food vendor services for the 2019 SFSP program.

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Table 1: Bid Price for Delivery Direct to sites – all compostable food containers

Vendor	Direct Delivery	Lunch	Snack
Revolution Foods	Full/ Partial	\$3.95	\$0.94
Upton Foods dba School Foodies	Partial	\$3.82	\$0.95
Upton Foods dba School Foodies	Increased quality	\$5.49	n/a
Upton Foods dba School Foodies	Increased portions	\$5.99	n/a

SFSP Improved Quality of Lunches

Each year SFSP sites complete surveys during and after the summer session on ways to improve the program and increase youth participation. The surveys reflect that larger portions for teens, improved food taste and appeal as well as a menu that reflects the cultural diversity of Oakland are needed to increase food consumption and reduce waste. Vendors had the option to bid on increased meal variety, taste and portion size. School Foodies bid \$5.94 per meal for increased menu variety and \$5.99 for larger portion sizes.

Table 2 reflects a contract split of 75 percent to School Foodies and 25 percent to Revolution Foods. School Foodies is the lowest bidder and the taste test winner of meals in taste and appeal. Both Revolution Foods and School Foodies delivered meals directly to sites in the summer of 2018. Both vendors are included in the program to ensure sufficient capacity to meet the demand for meals for the SFSP. The total cost for food vendors is estimated to be \$306,036.

Table 2: Estimated food service vendor cost with delivery and compostable packaging

Rev Foods - 25%			
Meal type	# of meals	Bid Price	Total
Lunch	15,000	\$3.95	\$59,250
Snack	15,000	\$0.94	\$14,100
Total			\$73,350
School Foodies – 75%			
Meal type	# of meals	Bid Price	Total
Lunch	34,200	\$3.82	\$130,644
Lunch	10,800	\$5.49	\$59,292
Snack	45,000	\$0.95	\$42,750
Total			\$232,686
Total Cost for Meal Service			\$306,036

Based on School Foodies bid of \$5.49 per meal, 10,800 lunches will be provided to pilot a menu with more variety, appeal, and nutritional value. If additional funding is identified from the City or grant sources the number of meals provided at the higher price point may be increased.

FISCAL IMPACT

The total cost to implement the 2019 SFSP is approximately \$472,971 funded primarily by the SFSP grant from the CDE along with a portion of funding from the General Purpose Fund. The appropriation for the SFSP grant is included in the Fiscal Year (FY) 2017-2019 Adopted Budget in the Department of Agriculture Fund (2102), Year Round Lunch Program Organization (78241), FY 2018-2019 Summer Food Program Project (1004170), and Award (23405). In addition, a contribution from the General Purpose Fund to offset program expenses and central service overhead costs in an estimated amount of \$133,307 has been approved in the Adopted Budget.

Delivery to community sites by the vendors results in a higher cost for food but savings from the reduced cost for rental of refrigerated vehicles and part-time drivers employed for the summer program in prior years. An adjustment to reallocate expenditures from labor to food vendor contracts is needed in the amount of \$158,057. Table 3 summarizes SFSP costs based on these changes and Table 4 shows funding sources for the 2019 program.

Table 3: Total Estimated Actual Cost for SFSP 2019

Cost Category		Adjustment Amount
Admin/Labor Costs	Salaries & Fringe Benefits	\$82,008
Food Vendor Costs	Lunch & Snack	306,370
Auto Rentals		17,656
Office Supplies/ Cell Phone/Duplicating		27,087
Advertising /Oakland Tribune		800
Monitor's Cars	City Vehicles	1,300
Sub-Total Program Expenditures		\$435,221
Department Overhead		5,976
Overhead Central Services		21,779
City Internal Service Fund Charges		9,995
Total Estimated FY18/19 Summer Food Costs		\$472,971

Table 4: Funding Source for SFSP 2019

Fund Source	Org.	Project	Award	Amount
CDE SFSP Grant (2102/1004170)	78241	1004170	23405	\$294,000
GFP Subsidy (2102/1004170)	78241	1004170	23405	105,552
CSO Subsidy (2102/1004170)	78241	1004170	23405	21,779
AC-OCAP (2128/1004098)	78363	1004098	23376	5,000
Grant/ Donations (2994/A490310)	78241	1001396	21711	21,802
Grant/ Donations (2994)	78241	1000545	21710	24,838
Total				\$472,971

A grant from Alameda County - Oakland Community Partnership has been awarded in the amount of \$5,000 and will be deposited to the Year Round Lunch Program Organization (78241), to offset the food vendor costs for SFSP 2019. Donations from the Private Party Account (46411) and HSD Donations Summer Food Program Projects (1001396, 1000545) are also available to offset the food vendor costs for SFSP 2019.

PUBLIC OUTREACH / INTEREST

To encourage local food vendors to submit proposals for the City's contract for meal preparation and delivery, staff conducted outreach to announce the formal competitive process. A RFP announcement was advertised in the Oakland Tribune. Public outreach for the SFSP occurs through a press release and the use of visible banners at all community site locations to publicize the free lunch program in low-income communities.

COORDINATION

The Budget Bureau, Oakland Parks and Recreation Youth Development, the Office of the City Attorney and the Oakland Public Library were consulted in the preparation of this report and resolution.

PAST PERFORMANCE, EVALUATION AND FOLLOW-UP

Oakland SFSP 2018 passed the review by the CDE without substantive findings. The selected vendors, Upton Foods dba School Foodies and Revolution Foods, delivered meals to program sites in 2018. In 2019, the City will again monitor to ensure timely delivery of meals, control of temperature during delivery, and delivery of complete and undamaged meals. The SFSP program will also assess the quality of meals provided through surveys and site compliance through site visits.

SUSTAINABLE OPPORTUNITIES

Economic: The SFSP provides temporary part-time employment opportunities for eight to ten program monitors.

Environmental: Recycled/ Compostable materials are used to package all meals provided to the lunch program. The Environmental Services Division assists with waste reduction efforts at City sites.

Social Equity: The SFSP provides access to free and nutritious meals for low-income children. Improvements in nutritional intake are linked to performance in school and overall child health and wellness.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution:

- 1) Authorizing The City Administrator To Accept The Summer Food Service Program (SFSP) Grant From The California Department Of Education, Nutrition Services Division In An Amount Not To Exceed \$294,000;
- 2) Authorizing The City Administrator To Enter Into Agreements With Uptons, Inc. Dba School Foodies In An Amount Not To Exceed \$232,686 And With Revolution Foods In An Amount Not To Exceed \$73,350 To Provide Food Services For The Period June 10, 2019 Through August 9, 2019;
- 3) Authorizing The City Administrator To Accept And Appropriate Additional SFSP Grant Money That Becomes Available And Amend The Agreements To Increase The Grant Amount Within The Grant Term Of June 10, 2019 Through August 9, 2019;
- 4) Adjusting The FY 2018-2019 Adopted Budget To Transfer Salary Savings In The Amount Of Approximately \$158,057 To Fund Operations And Maintenance; And
- 5) Authorizing A Contribution From The General Purpose Fund In An Estimated Amount Of \$133,307 To Offset Overhead Charges.

For questions regarding this report, please contact Sandra Taylor, Human Services Manager, at (510) 238-7163.

Respectfully submitted,


SARA BEDFORD
Director, Human Services Department

Reviewed by:
Sandra Taylor, Manager
Children And Youth Services Division

Prepared by:
Carmela Chase, Program Analyst
Children And Youth Services Division

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Life Enrichment Committee
May 14, 2019

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City Attorney's Office

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION 1) AUTHORIZING THE CITY ADMINISTRATOR TO ACCEPT THE SUMMER FOOD SERVICE PROGRAM (SFSP) GRANT FROM THE CALIFORNIA DEPARTMENT OF EDUCATION, NUTRITION SERVICES DIVISION IN AN AMOUNT NOT TO EXCEED \$294,000; 2) AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AGREEMENTS WITH UPTONS, INC. DBA SCHOOL FOODIES IN AN AMOUNT NOT TO EXCEED \$232,686 AND WITH REVOLUTION FOODS IN AN AMOUNT NOT TO EXCEED \$73,350 TO PROVIDE FOOD SERVICES FOR THE PERIOD JUNE 10, 2019 THROUGH AUGUST 9, 2019; 3) AUTHORIZING THE CITY ADMINISTRATOR TO ACCEPT AND APPROPRIATE ADDITIONAL SFSP GRANT MONEY THAT BECOMES AVAILABLE AND AMEND THE AGREEMENTS TO INCREASE THE GRANT AMOUNT WITHIN THE GRANT TERM OF JUNE 10, 2019 THROUGH AUGUST 9, 2019; 4) ADJUSTING THE FY 2018-2019 ADOPTED BUDGET TO TRANSFER SALARY SAVINGS IN THE AMOUNT OF APPROXIMATELY \$158,057 TO FUND OPERATIONS AND MAINTENANCE; AND 5) AUTHORIZING A CONTRIBUTION FROM THE GENERAL PURPOSE FUND IN AN ESTIMATED AMOUNT OF \$133,307 TO OFFSET OVERHEAD CHARGES

WHEREAS, the City of Oakland desires to apply for and accept a Summer Food Service Program (SFSP) Grant in an estimated amount of \$294,000, from the California Department of Education Nutrition Services Division; and

WHEREAS, the City uses the SFSP grant to reimburse the City's Summer Food Service Program for the provision of an estimated 60,000 free lunches and 60,000 free snacks to Oakland children and the delivery of the meals to City and community sites during the grant period from June 10, 2019 to August 9, 2019; and

WHEREAS, if the City is awarded the SFSP Grant, it wishes to negotiate and execute professional service agreements with School Foodies and Revolution Foods to provide food services for the SFSP program term June 10, 2019 through August 9, 2019; and

WHEREAS, School Foodies and Revolution Foods are certified by the California Department of Education Child Nutrition Division to provide food services to the SFSP for Children and successfully competed in a City Request for Proposal (RFP) process; and

WHEREAS, the City Administrator has determined that the above named Professional Service Agreements are of a professional and temporary nature and shall not result in the loss of salary or employment by anyone having permanent status in competitive civil service; and

WHEREAS, the Fiscal Year (FY) 2018-2019 Adopted Budget for the SFSP for children includes funding for this agreement; and

WHEREAS, in the FY 2018-2019 Adopted Budget, the amount of \$294,000 has been appropriated to the Department of Agriculture Fund (2102), Year Round Lunch Program Organization (78241), FY 2018-2019 Summer Food Program Project (1004170), Award (23405), and Strengthening Children, Youth and Families Program (YS13) for the purpose of operating the Summer Food Service Program for Children; and

WHEREAS, in order to align the adopted budget with program expenditures, staff requests authorization to reallocate appropriations in the amount of \$158,057 from personnel expenditure savings to operations and maintenance (O&M) costs; and

WHEREAS, the City wishes to offset all central services overhead charges and program costs in an estimated amount of \$133,307 associated with this grant, as has been done in all of the past years; now, therefore, be it

RESOLVED: That the City Administrator is hereby authorized to apply for and accept SFSP grant funds in the amount of \$294,000 from the California Department of Education Nutrition Services Division for the purpose of allocating said funds for the SFSP for the period beginning June 10, 2019 and ending August 9, 2019; and be it

FURTHER RESOLVED: That the SFSP agreement funds will be deposited in Department of Agriculture Fund (2102) Year Round Lunch Program Organization (78241) FY 2018 – 2019 Summer Food Program Project (1004170), and Award (23405); and be it

FURTHER RESOLVED: That the City Council hereby authorizes the City Administrator to enter into a professional service agreement with Uptons Inc., dba School Foodies in an amount not to exceed \$232,686 to provide food services for the SFSP from June 10, 2019 to August 9, 2019; and be it

FURTHER RESOLVED: That the City Council hereby authorizes the City Administrator to enter into a professional service agreement with Revolution Foods in an amount not to exceed \$73,350 to provide food services for the SFSP from June 10, 2019 to August 9, 2019; and be it

FURTHER RESOLVED: That the City Administrator is hereby authorized to conduct all negotiations, execute and submit all documents, including but not limited to applications, agreements, amendments, modifications, payment requests, and related actions which may be necessary for the completion of the SFSP grant without returning to City Council, including amending the aforementioned agreements to increase the grant amounts so long as the total amount of the two agreements does not exceed the state SFSP grant amount; and be it

FURTHER RESOLVED: That based on information provided by the City Administrator, the Council finds that these professional service agreements are of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; and be it

FURTHER RESOLVED: That all Central Service Overhead charges associated with this grant in an estimated amount \$21,779 will be offset through a contribution of the General Purpose Fund as approved in the FY 2018-2019 Adopted Budget; and be it

FURTHER RESOLVED: That the FY 2018-2019 Adopted Budget in the Department Of Agriculture Fund (2102), Year Round Lunch Program Organization (78241), FY 2018-2019 Summer Food Program Project (1004170) be adjusted to shift approximately \$158,057 of personnel appropriations to operations and maintenance, including vendor contracts, auto rentals, office supplies and advertising, in order to align with projected expenditures; and be it

FURTHER RESOLVED: That if additional funding becomes available from the grantor California Department of Education Nutrition Services Division for the same purpose the City Administrator is authorized to accept and appropriate these funds for the SFSP without returning to Council within the duration of the grant term June 10, 2019 to August 9, 2019; and be it

FURTHER RESOLVED: That the City Administrator is authorized to amend the above-referenced agreements to increase the amounts for the same purpose and same grant year, if additional grant funds become available without returning to Council; and be it

FURTHER RESOLVED: That said agreements shall be approved as to form and legality by the Office of the City Attorney and placed on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND PRESIDENT KAPLAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____
LATONDA SIMMONS
City Clerk and Clerk of the Council of the
City of Oakland, California