



**AGENDA MEMORANDUM**  
for the City Council Meeting of April 17, 2012

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**DATE:** March 20, 2012

**TO:** Ronald L. Olson, City Manager

**FROM:** Michael Morris, Director  
[MichaelMo@cctexas.com](mailto:MichaelMo@cctexas.com)  
361-826-3464

<b>Appropriation of funds for the Latchkey After School Snack Program</b>
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**CAPTION:**

- a) Resolution authorizing the City Manager or designee to execute all documents necessary to accept a grant in the amount of \$191,120 from the Texas Department of Agriculture for the Latchkey After School Snack Program.
- b) Ordinance appropriating a grant in the amount of \$191,120 from the Texas Department of Agriculture in the No. 1067 Parks and Recreation Grants Fund for the Latchkey After School Snack Program; and declaring an emergency.

**BACKGROUND AND FINDINGS:**

The U.S. Department of Agriculture (USDA) through the Texas Department of Agriculture (TDA) provides grants for youth nutrition as a continuation of the National School Lunch Program. This program is called the Child and Adult Care Food Program (CACFP) for after school educational and/or enrichment activities. In order to qualify for this program, a site must:

- a) provide youth with regularly scheduled activities in an organized, structured and supervised environment,
- b) include educational and/or enrichment activities as part of the programming,
- c) be located in an area served by a school where 50% or more of the youth enrolled are eligible for free or reduced price school meals.

The Parks and Recreation Department has a total of 23 Latchkey sites that qualify for meal service based on eligibility. Sites to be served are: Berlanga Elementary, Club Estates Elementary, Fannin Elementary, Houston Elementary, Meadowbrook Elementary, Menger Elementary, Gloria Hicks Elementary, Galvan Elementary, Kostoryz Elementary, Metro Elementary, Moore Elementary, Sanders Elementary, Smith Elementary, Yeager Elementary, Calk Elementary, Crocket Elementary, Los Encinos Elementary, Montclair Elementary, Oak Park Elementary, Schanen Elementary, Wilson Elementary, Prescott Elementary, and Woodlawn Elementary.

There are 6 sites that do not qualify for this program based on enrollment of youth eligible for free and reduced school meals. These sites are: Barnes Elementary, Dawson Elementary, Mireles Elementary, Jones Elementary, Windsor Park Elementary, and Webb Elementary. The Latchkey program subsidizes the snacks for these sites. Latchkey sites in the Calallen and Flour Bluff Independent School Districts are provided snacks through similar grants awarded to those districts.

Over the past few years, the City and CCISD have entered into local interagency agreements for the preparation and delivery of meals to the sites with the Summer Food Service Program. The City again proposes to enter into a contract with CCISD to prepare and deliver snacks at a rate of \$.68 per snack for the school year beginning October 1, 2011 - June 4, 2012 (based on Federal funding year). CCISD will also maintain and provide menu preparation

records. The snack consists of fruit/vegetable, milk/juice and dessert. It is estimated that approximately 12,000 youth per month are served after school snacks. At each site, city staff will verify daily snack counts and distribute snacks to youth. Total program costs are to be provided by the State's reimbursement. No City funds will be utilized for this program, but an ordinance is necessary to appropriate the grant of \$191,120 in order to implement the program. CCISD has approved the food service agreement.

**ALTERNATIVES:** Healthy snacks would not be served at the Latchkey After-school Program.

**OTHER CONSIDERATIONS:** There is no required cash grant match for this program. The snacks are 100% reimbursable.

**CONFORMITY TO CITY POLICY:** Council action is required to authorize the City Manager or his designee to appropriate these funds before they can be spent.

**EMERGENCY / NON-EMERGENCY:** Emergency

**DEPARTMENTAL CLEARANCES:** Legal, Finance

**FINANCIAL IMPACT:**

☐ Not Applicable      x Operating Expense      X Revenue      ☐ CIP

<b>Fiscal Year: 2011-2012</b>	<b>Project to Date Expenditures (CIP)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget		\$ 0.00		
Encumbered / Expended Amount				
This item		\$191,120		
BALANCE		\$191,120		

Fund(s): General Fund

**Comments:** none

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

**LIST OF SUPPORTING DOCUMENTS:**

Email confirmation of funding  
Resolution  
Ordinance