



AGENDA MEMORANDUM

Future Item for the City Council Meeting of June 12, 2018

Action Item for the City Council Meeting June 19, 2018

DATE: May 15, 2018

TO: Keith Selman, Interim City Manager

FROM: E. Jay Ellington, Director of Parks and Recreation Department
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(361) 826-3464

Meal Delivery Service Agreement Amendment

CAPTION:

Motion approving Third Amendment to Meal Delivery Service Agreement with R&R Delivery Service for 3 months in estimated amount of \$107,305.14.

PURPOSE:

The R&R Delivery Service Agreement was originally approved August 25, 2014. The last extension to the agreement was February 24, 2018. The City is in the process of issuing a new bid invitation for meal delivery services. This amendment will allow the meal deliveries to continue, on a month-to-month basis, until a new agreement is awarded or the end of the fiscal period. The Meal Delivery Service Agreement is utilized by Senior Community Services to provide for the home delivery of meals to recipients of the Elderly Nutrition Program(ENP), Title XX, and Title XIX Meals on Wheels Program grants, and includes EXHIBIT A, the Summer Feeding Program Grant, funded through the Texas Department of Agriculture, from June 11, 2018 to August 3, 2018 for meal delivery at designated feeding sites for the City's free Summer Youth Feeding Program.

BACKGROUND AND FINDINGS:

This service consists of approximately 600 meals each day, Monday through Friday, delivered daily from 10:30 a.m. to 1:30 p.m. for the Elderly Nutrition Program. In addition, EXHIBIT A allows for the delivery of approximately 400 daily meals for the eight-week Summer Feeding Program Grant.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

City Council must approve amendments to the Service Agreement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Parks and Recreation

Legal

FINANCIAL IMPACT:

X Operating

☐ Revenue

☐ Capital

☐ Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$242,850.00		\$242,850.00
Encumbered / Expended Amount	\$146,230.86		\$146,230.86
This item	\$96,619.14		\$96,619.14
BALANCE	0.00		0.00

Fund(s): Parks & Recreation Grant Fund – 1067 ENP Grant

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$10,686.00		\$10,686.00
Encumbered / Expended Amount	0.00		0.00
This item	\$10,686.00		\$10,686.00
BALANCE	0.00		0.00

Fund(s): Parks & Recreation Grant Fund – 1067 Summer Food Svc Program FY18

Comments: The above Financial Impact represents two separate grant budgets.

ENP – 810818F

Summer Food Service Program – 809219F

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Third Amendment to Meal Service Agreement