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CITY OF ROCHESTER  
CLERK / COUNCIL OFFICE

Additional Proposed Legislation for the  
June 16, 2020 City Council Meeting -  
Filed through May 29, 2020

2020 MAY 29 P 4: 50

**\* \* Please Note \* \***

**For questions regarding the proposed legislation,  
call the City Clerk's Office at 585-428-7421**



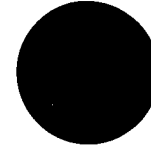
**City of Rochester**

City Hall Room 308A, 30 Church Street  
Rochester, New York 14614-1290  
www.cityofrochester.gov

**PUBLIC SAFETY,  
YOUTH & RECREATION  
INTRODUCTORY NO.**

Lovely A. Warren  
Mayor

233



May 29, 2020

TO THE COUNCIL

Ladies and Gentlemen:

Re: Summer Food Service Program

Comprehensive Plan 2034 Initiative Area:  
Reinforcing Strong Neighborhoods

Transmitted herewith for your approval is legislation related to the 2020 Summer Food Service Program (SFSP). This legislation will:

1. Authorize a grant agreement with the New York State Department of Education for the receipt and use of \$1,034,805.94 in anticipated reimbursements for the 2020 Summer Food Service Program operated by the City of Rochester. The funds will be used for the procurement and delivery of meals, the salaries of City summer staff consisting of one coordinator, two monitors, and a clerk; refuse pickup; mileage; outreach; and supplies.
2. Amend the 2020-21 Budget of DRYS by \$734,000 to reflect the receipt of the grant, contingent upon approval of said budget. A portion of the grant funds, \$300,800, were anticipated and included in the proposed 2020-21 Budget of DRYS however the reimbursement is anticipated to exceed this amount due to the COVID-19 pandemic and anticipated increased utilization of this summer's food service program.
3. Establish \$560,000 as maximum compensation for a professional services agreement with the Rochester City School District for meal preparation and delivery services related to the 2020 Summer Food Service Program. The term of the agreement will not exceed one year and the cost of the agreement will be funded by 2020-21 Budget of DRYS and the grant funds authorized herein.
4. Establish \$180,000 as maximum compensation for a professional services agreement with Foodlink, Inc. (Julia Tedesco, CEO, Rochester, NY) for meal preparation and delivery services related to the 2020 Summer Food Service Program. The term of the agreement will not exceed one year and the cost of the agreement will be funded by 2020-21 Budget of DRYS and the grant funds authorized herein.

SFSP provides free breakfast and lunch to city children aged 18 and under and to disabled persons over 18 who are enrolled in a school year program for children with disabilities. The program is administered by the City and reimbursed by the New York State Department of Education, using federal funding. The federal reimbursement rates and projected numbers of meals for this year are as follows:

	<u>Meals</u>	<u>Rate per Meal</u>	<u>Reimbursement</u>
Breakfast	156,375	\$2.33	\$364,353.75
Lunch	164,025	\$4.0875	\$670,452.19
			<b>\$1,034,805.94</b>

This year the program will operate from June 26-September 4 and meals will be served at a variety of locations throughout the City. Last year, the City of Rochester served nearly 75,000 meals. With

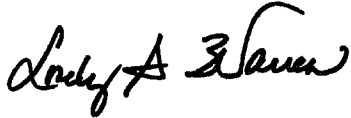


the COVID-19 grab and go model approved to remain throughout the summer, the City anticipates serving more than 300,000 breakfasts and lunches. The District and Foodlink Inc., along with several local agencies, also operate summer food service programs in the Rochester community.

The City continues to collaborate with the District, Foodlink Inc., the Rochester Area Community Foundation, Common Ground Health, and Causewave to promote the program to youth and parents, identify potential new sites, and implement best practices and innovative strategies to increase the number of meals served each year.

The 2019 program was authorized via City Council Ordinance No. 2019-210.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lovely A. Warren". The signature is written in a cursive, flowing style.

Lovely A. Warren  
Mayor

**NO RFP JUSTIFICATION STATEMENT**

**Awarding a Professional Services Agreement Without a Request for Proposals**

The Procurement of Professional Services Policy (Ord. No. 2012-318) requires an RFP to be issued under most circumstances. If it is determined that an RFP will not be issued, this form must be completed, signed by the Department Head, and kept on file (electronically or hard copy). It must also be submitted:

1. To City Council as an attachment to the transmittal letter for any PSA that exceeds \$10,000, and
2. To the contract record when entered in Munis.

**Department:** DRYS

**Services(s):** Summer Meals Vendor

**Vendor/Consultant selected:**

Rochester City School District

**How was the vendor selected?**

Previous Experience

**Why was no RFP issued for this service?**

The ongoing public health threat posed by the Coronavirus epidemic has altered the way that Summer Meals will operate this summer. Through a waiver issued by the New York State Department of Education (NYSED), DRYS is able to continue the operation of non-congregate 'grab & go' meal locations at City R-Centers through August 2020.

Currently DRYS operates nine 'grab & go' meal locations; the plan for the summer is to distribute meals at a total of twenty-three sites. The volume of meals provided through these sites will be a significant increase to the number of meals served during a typical summer. In order to meet this unprecedented demand and provide seamless service between the school food program and summer meals, DRYS is proposing to work with both Foodlink and the Rochester City School District to provide summer meals.

The Rochester City School District is the designated School Food Authority according to NYSED, and has provided meal service to the City's Summer Meals program in previous years. The RCSD Central Kitchen is well equipped to provide the volume of meals required to meet the City's demand; and RCSD staff are familiar with NYSED's summer meals program nutritional specifications and reporting requirements.

**Compensation Amount:** \$560,000.00

**How was this determined? Explain how it is a reasonable and best value for the City.**

Based on price per meal and estimated numbers of meals delivered. RCSD's prices are in line with previous years' compensation rates.

**The MWBE Officer has reviewed the proposed Agreement for MWBE and Workforce goals.** MWBE Officer Initials: *Oniy* Date: *5/27/2020*

*Daniel Syre Tomco*

5/27/2020

Signature: Department Head

Date

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**Department:** DRYS

**Services(s):** Summer Meals Vendor

**Vendor/Consultant selected:**

Foodlink

**How was the vendor selected?**

Previous Experience

**Why was no RFP issued for this service?**

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Foodlink is the region's foodbank and has provided meal service to the City's Summer Meals program in previous years. Foodlink's Central Kitchen is well equipped to provide the volume of meals required to meet the City's demand, and Foodlink staff are familiar with NYSED's summer meals program nutritional specifications and reporting requirements.

**Compensation Amount:** \$180,000.00

**How was this determined? Explain how it is a reasonable and best value for the City.**

Based on price per meal and estimated numbers of meals delivered. Foodlink's prices are in line with previous years' compensation rates.

**The MWBE Officer has reviewed the proposed Agreement for MWBE and Workforce goals. MWBE Officer Initials:**

*anj*

**Date:**

*5/28/20*

*Daniel Lya Torres*

5/27/2020

Signature: Department Head

Date

**INTRODUCTORY NO.**

233

DRYS #44

Ordinance No.

**Authorizing funding and agreements for the 2020 Summer Food Service Program**

BE IT ORDAINED, by the Council of the City of Rochester as follows:

Section 1. The Mayor is hereby authorized to enter into an agreement with the New York State Department of Education for the receipt and use of anticipated reimbursements in the amount of \$1,034,805.94 for the 2020 Summer Food Service Program (Program).

Section 2. The 2020-21 Budget of the City of Rochester is, contingent upon its adoption, hereby amended by increasing the revenue estimates and appropriations to the Budget of the Department of Recreation and Youth Services (DRYS) by the sum of \$734,000, which amount is hereby appropriated from funds authorized to be received in Section 1 herein.

Section 3. The Mayor is hereby authorized to enter into a professional services agreement with the Rochester City School District for the preparation and delivery of meals for the Program. The maximum compensation for the agreement shall be \$560,000, which shall be funded by the 2020-21 Budget of DRYS, contingent upon adoption.

Section 4. The Mayor is hereby authorized to enter into a professional services agreement with Foodlink, Inc. for the preparation and delivery of meals for the Program. The maximum compensation for the agreement shall be \$180,000, which shall be funded by the 2020-21 Budget of DRYS, contingent upon adoption.

Section 5. The term of each agreement shall not exceed one year.

Section 6. The agreements shall contain such additional terms and conditions as the Mayor deems to be appropriate.

Section 7. This ordinance shall take effect immediately.