



# REPORT TO COUNCIL

## City of Sacramento

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915 I Street, Sacramento, CA 95814-2604  
www.CityofSacramento.org

CONSENT  
March 18, 2008

Honorable Mayor and  
Members of the City Council

**Title: Purchase / Cooperative Agreement: Food for Recreation Programs**

**Location/Council District:** Multiple locations within and outside the City limits

**Recommendation:** Adopt a **Resolution 1)** approving use of the cooperative purchasing agreement between the Mountain View Food Purchasing Cooperative (Mountain View) and Sysco Food Services of Sacramento (Sysco) to purchase food from Sysco through July 31, 2008, for the Sacramento START program, 4th "R" Child Care program, Camp Sacramento, and Summer/Year-Round Food program as advantageous to the City; **2)** authorizing the City Manager or the City Manager's designee to execute the application required for the City to join Mountain View and to use the Mountain View cooperative purchasing agreement with Sysco; **3)** authorizing the City Manager or the City Manager's designee to issue the required purchase order under the referenced cooperative purchasing agreement in an amount not to exceed \$535,000; and **4)** authorizing the City Manager or the City Manager's designee to execute and submit all documents necessary for the City to apply for grant funding from the State of California to allow continuation of the Sacramento START after-school snack program through September 30, 2009.

**Contact:** David Mitchell, Recreation Manager, 808-6076; Christopher Stewart, Procurement Services Manager, 808-6202

**Presenters:** N/A

**Department:** Parks and Recreation

**Division:** Procurement Services

**Organization No:** 4733

### Description/Analysis

**Issue:** The Parks and Recreation Department purchases food and related supplies for several of its Recreation programs, including the after-school snack component of the Sacramento START (Students Today Achieving Results for Tomorrow) after-school literacy and enrichment program, the 4th "R" Child Care program, Camp Sacramento and the Summer/Year-Round Food program. Authorization is required to join Mountain View and to use a cooperative purchasing agreement to issue a purchase order over \$100,000 with Sysco to purchase food for these programs through July 31, 2008. Authorization also is

required for the City Manager to sign documents with the State of California Department of Education related to applying for continued operation of the Sacramento START snack program.

**Policy Considerations:** Continued participation in these programs is consistent with the City's strategic plan to enhance livability.

**Environmental Considerations:** This report concerns administrative activities that will not have any significant effect on the environment and that do not constitute a "project," as defined by the California Environmental Quality Act (CEQA) [CEQA Guidelines Sections 15061(b)(3); 15378(b)(2)].

**Commission/Committee Action:** None

**Rationale for Recommendation:** Serving after-school snacks in the Sacramento START program is a requirement of receiving grant funding from the State of California for the overall START program. The food costs are reimbursed by a federal/state grant. The 4th "R" Child Care program is a fee-for-service program paid for by parents. The fees charged include an amount for food, and some locations also qualify for the federal/state grant. Camp Sacramento operates by charging campers a fee that covers lodging, food and activities. The Summer/Year-Round Food program purchases food for some of the 4th "R" Child Care sites that qualify for the federal/state reimbursement grant, and for several other after-school Recreation program sites that also qualify for the federal/state reimbursement grant.

The use of cooperative purchasing agreements enables City departments and the Procurement Services Division to evaluate a broader range of contracting opportunities and to share resources with other jurisdictions while maximizing cost savings through volume buying and reduced administrative expenses.

Sysco has been used in the past to provide food for these Recreation programs. By using the cooperative purchasing agreement, costs can be reduced. The Mountain View contract with Sysco is available for review in the City Clerk's Office.

**Financial Considerations:** The estimated cost of the food and related supplies to be purchased from Sysco through the cooperative purchasing agreement through July 31, 2008, is \$535,000. Sacramento START's share of this total is \$300,000. Previously a purchase order for \$99,000 for START was issued to Sysco while a longer-term contract was being identified. An increase of \$300,000 to \$399,000 would allow the program to operate at 64 locations through July 31, 2008.

The 4th "R" Child Care program is expected to spend \$50,000 from Sysco through July 31, 2008, to serve its 24 locations. Camp Sacramento is expected to spend \$125,000 from Sysco during the contract period at its single location. The Summer/Year-Round

Food program is expected to spend \$60,000 from Sysco during the contract period to serve nine 4th "R" sites that qualify for the federal/state reimbursement grant, and seven other after-school Recreation program sites that also qualify for the federal/state reimbursement grant. The total number of individual program sites to be served by this cooperative purchasing agreement is 96 once sites served by two programs are only counted once. During the term of the contract other sites may be added or dropped.

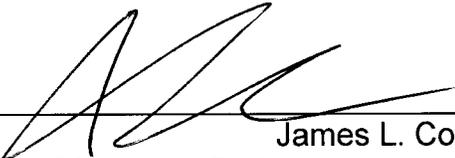
All four of the programs that would use the cooperative purchasing agreement are intended to be self-supporting and have been purchasing food for many years as part of their budgeted operations. No additional General Fund appropriation is required. The Sacramento START program, some 4th "R" program sites and all sites served by the Summer/Year-Round Food program qualify for a federal/state grant that currently reimburses 68 cents per snack served. Purchases made that are reimbursed through the grant are generally set at a level that is less than or equal to the 68-cent reimbursement rate. The remaining 4th "R" Child Care sites and Camp Sacramento charge their participants an amount that is intended to be used to purchase food.

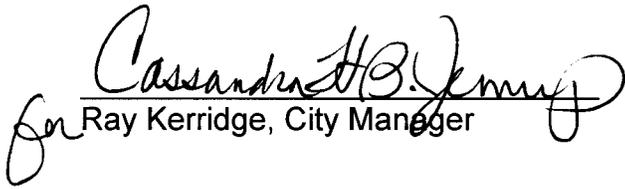
All four of the programs are either a continuation of a fully offset externally funded program or have existing funding appropriated in the Approved FY2007/08 Budget. The FY2007/08 Budget Resolution 2007-404 gives sufficient authorization for any necessary appropriation and budget changes. Council approval is required only for authorization to join Mountain View and use their cooperative purchasing agreement, issue the purchase order for the food, and to sign any required documents with the State.

**Emerging Small Business Development (ESBD):** Sysco Food Services of Sacramento is not certified as an emerging/small business.

Respectfully submitted by:   
Christopher Stewart  
Procurement Services Manager

Respectfully submitted by:   
David Mitchell  
Recreation Division Manager

Approved by:   
James L. Combs  
Director of Parks and Recreation

  
for Cassandra H. Jensen  
Ray Kerridge, City Manager

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**Attachment 1****Background**

Four programs operated by the Parks and Recreation Department would purchase food and related supplies from Sysco using the cooperative purchasing agreement with the Mountain View Food Purchasing Cooperative.

**Mountain View Food Purchasing Cooperative**

Mountain View is managed by the Enterprise Elementary School District in Redding, California. The cooperative serves more than 50 school districts and other facilities in the counties of Butte, Glenn, Modoc, Shasta, Siskiyou, Sutter, Tehama, Trinity and Yuba. The City of Sacramento would be the first member in Sacramento County.

The Cooperative will charge a membership fee of 12.5 cents per enrolled student or participant for the remainder of this contract year. Based on an enrollment of 8,900 participants in the four City programs, the membership fee through July 31, 2008, will be \$1,112.50.

**Sacramento START**

Sacramento START (Students Today Achieving Results for Tomorrow) was launched in 1996. Today, START is widely recognized as one of the most outstanding after-school literacy and enrichment programs in the country, serving thousands of elementary school children in the most disadvantaged areas of the City and County. The City of Sacramento through its Parks and Recreation Department provides management and administrative support. Funding is provided through a partnership with the California Department of Education, the City of Sacramento, seven participating school districts, and donations from foundations, businesses and individuals. A significant portion of the funding comes from the State or from school districts whose funding comes from the State. No fees are charged to the children or their parents.

The snacks are provided to the children free of charge because at least half of the students at their elementary schools qualify for free or reduced-price school lunches. Due to the lower economic status of most of the children's families, many of the children face challenges in having access at home to adequate and nutritious food, making it difficult for the children to concentrate on their studies without the after-school snack.

Funding for the snacks comes from the California Department of Education's Child and Adult Care Food Program, which receives its funding from the U. S. Department of Agriculture (USDA). The State reimburses the City based on the number of snacks served using the current unit cost of 68 cents per snack as determined by USDA. Each year the State accepts a renewal application from the City to continue the federal/state snack grant. Typically the application is then approved by the State, reauthorizing the

program for another year. The current renewal extends through September 30, 2008. Authorization is requested for the City Manager to apply for grant funding to allow continuation of the after-school snack program through September 30, 2009.

#### 4th "R"

The 4th "R" Child Care program, operated by the Department of Parks and Recreation, continues to grow with the population of Sacramento, and provides a consistently high quality and valuable service to 2,500 Sacramento families. In operation since 1986, 4th "R" currently operates on 24 elementary school campuses. The programs install facilities in which the child care services are provided on the school campuses through agreements between the City of Sacramento and various school districts.

Funding for the program primarily is derived from the parents who use the service. Fees are set at rates that are comparable to or slightly less than those charged by private child care providers. Additional funding is received from the State to provide subsidies to parents who would otherwise be unable to afford child care services based on household income.

The program provides food to the children under their care. Most of the money to purchase the food comes from the fees paid by the parents. Because some of the program sites are located at schools that qualify for the federal/state snack grant, the grant provides reimbursement for up to 68 cents of the snack cost. 4th "R" purchases other food from other suppliers that is also paid for from the fees paid by parents.

#### Camp Sacramento

Camp Sacramento is a high-Sierra camp operated by the Parks and Recreation Department. The camp is located along Highway 50, about three miles east of Strawberry, at an elevation of 6,500 feet. The City of Sacramento leases the land in the Eldorado National Forest from the U. S. Forest Service.

For 87 years Camp Sacramento has provided recreational opportunities to the residents of Sacramento. It operates from mid-June to mid-August as a family camp, offering structured activities for children and adults. During early June and from mid-August to October, the camp is rented by various youth and professional groups for meetings, conferences and retreats.

Fees paid by the campers cover the cost of lodging, food and activities. Employees are required to live on site and their lodging and food are provided to them as part of their compensation. Camp Sacramento purchases other food from other suppliers located closer to the facility.

#### Summer/Year-Round Food Program

The Department of Parks and Recreation has administered the Summer Food Service Program on behalf of the City and County of Sacramento for the past twenty-four (24) years. The purpose of the program is to provide free nutritious lunches and snacks, and in a few cases breakfasts, to children 18 years of age and under who otherwise are

likely to go hungry. The program operates primarily during the summer school vacation period at a time when similar programs run by school districts during the school year are closed.

The City is the fiscal agent and administrative sponsor of the program, but relies on other agencies, organizations and volunteers to serve the food. For several years the program has contracted with the Elk Grove and Del Paso Heights school districts and the Boys and Girls Clubs of Greater Sacramento to prepare and deliver the food to the summer serving locations throughout the county.

While the predominant focus of the program is during the summer school vacation period, the program operates year-round at a few sites and serves after-school snacks at these sites. It is the purchase of after-school snacks that will be made from Sysco using the cooperative purchasing agreement.

#### Authorization Requested

All four of the programs are either a continuation of a fully offset externally funded program or have existing funding appropriated in the Approved FY2007/08 Budget. The FY2007/08 Budget Resolution 2007-404 gives sufficient authorization for any necessary appropriation and budget changes. Council approval is required only for authorization to join Mountain View and use their cooperative purchasing agreement, issue the purchase order for the food, and to sign any required documents with the State.

**Attachment 2**



**BOARD OF EDUCATION**  
Gloria Valles, President  
Sherryl Cobb, Clerk  
Scott Swendiman, Member  
Art Cuellar, Member  
Terry Doyle, Member

**ENTERPRISE ELEMENTARY SCHOOL DISTRICT**

1155 Mistletoe Lane • Redding, California 96002  
Voice: (530) 224-4100 • Fax: (530) 224-4101

**BRIAN N. WINSTEAD, Ed.D.**  
Superintendent

**MOUNTAIN VIEW FOOD PURCHASING COOPERATIVE**  
APPLICATION FOR NEW MEMBER OR RENEWAL  
FOR THE PERIOD AUGUST 1, 2007, TO JULY 31, 2008

Agency Name: City of Sacramento

Number of Sites: 96

Total Enrollment: 8,900

(START - 5,000; 4th R - 2,500; Camp - 200; Summer/Yr Rnd - 1,200)

Delivery Locations: see attached

Agency Contact: Richard Lincoln

Contact Address: c/o 4th R, 5725 47th Avenue, Sacramento, CA 95824

Contact Phone Number: (916) 808-6119

Fax Number: (916) 808-3559

Contact Email Address: rlincoln@cityofsacramento.org

Billing Address: c/o 4th R, 5725 47th Avenue, Sacramento, CA 95824

In order to purchase goods through the Mountain View Food Purchasing Cooperative's cooperative purchasing agreement ("Contract") with Sysco Food Services of Sacramento, Inc. ("Sysco"), the City of Sacramento ("City") agrees as follows:

1. The City must pay a prorated Mountain View Food Purchasing Cooperative membership fee in the amount of \$0.125 per enrolled child (one time payment) for the period of March 1, 2008, to July 31, 2008; and

**Adam Hillman**  
Director of Business Services

**Don Barber**  
Director of Special Education

**Judy Flores**  
Director of Instructional Services

**Alta Mesa**  
Jodie Van Ornum, Principal

**Boulder Creek**  
Dale Porter, Principal

**June Street**  
Susanna Ramirez-Raab,  
Principal

**Lassen View**  
Tom Hayes, Principal

**Mistletoe**  
Denny Mills, Principal  
Debbie Lungi, Asst. Principal

**Parsons**  
Cheryl Kirschman, Principal  
Susanna Ramirez-Raab, Asst. Princ.

**Rother**  
Rick Fitzpatrick, Principal

**Shasta Meadows**  
Debbie Livingston, Principal

2. The City agrees to be bound by the terms and conditions of the Contract when purchasing goods from Sysco.

Name and Title of Authorized Individual:      Ray Kerridge, City Manager

Signature of Authorized Individual:      By: \_\_\_\_\_  
Cassandra H. B. Jennings  
Assistant City Manager  
For Ray Kerridge, City Manager

Date: \_\_\_\_\_

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Michael T. Sparks  
Senior Deputy City Attorney

\_\_\_\_\_  
City Clerk

**RESOLUTION NO.**

Adopted by the Sacramento City Council

**APPROVING THE USE OF A COOPERATIVE PURCHASING AGREEMENT  
FOR THE PURCHASE OF FOOD FOR SEVERAL RECREATION PROGRAMS****BACKGROUND**

- A. The Department of Parks and Recreation provides food to thousands of people in the Sacramento START (Students Today Achieving Results for Tomorrow) after-school program, the 4th "R" Child Care program, Camp Sacramento and the Summer/Year-Round Food program.
- B. The cost of the food comes either from a federal/state grant or from fees paid by participants. No additional General Fund appropriation is required.
- C. Staff requests City Council approval to join the Mountain View Food Purchasing Cooperative in Redding, California, and to use a cooperative purchasing agreement between Mountain View and Sysco Food Service of Sacramento in an amount not to exceed \$535,000 to purchase food and related supplies from Sysco for the four programs through July 31, 2008, the expiration of the contract.
- D. In accordance with City Code Section 3.56.240, the City Manager is allowed, where advantageous to the City, to purchase supplies through legal contracts of other governmental jurisdictions without separate competitive bidding by the City by the use of cooperative purchasing agreements approved by City Council.
- E. The estimated cost of providing food and related supplies through July 31, 2008, is \$300,000 for Sacramento START, \$50,000 for 4th "R," \$125,000 for Camp Sacramento, and \$60,000 for Summer/Year-Round Food, for a total of \$535,000.
- F. Previously a purchase order for \$99,000 was issued to Sysco for Sacramento START while a longer-term contract was being identified. An increase in the amount of \$300,000 to \$399,000 would allow the program to operate through the end of the contract period of July 31, 2008.
- G. The current grant agreement with the State of California Department of Education authorizes the continued funding of the Sacramento START snack program through September 30, 2008. Authorization is requested to apply for continuation of the program through September 30, 2009.
- H. Because the four participating programs are either a continuation of fully offset externally funded programs or have existing funding appropriated in the Approved 2007/08 Budget, the FY2007/08 Budget Resolution 2007-404 gives sufficient

authorization for any necessary staffing, appropriation or budget changes. Council approval is required only for authorization to join Mountain View and use their cooperative purchasing agreement, issue the purchase order for the food, and to sign any required documents with the State.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. Use of the cooperative purchasing agreement between the Mountain View Food Purchasing Cooperative (Mountain View) and Sysco Food Services of Sacramento (Sysco) to purchase food from Sysco through July 31, 2008, for the Sacramento START program, 4th "R" Child Care program, Camp Sacramento and the Summer/Year-Round Food program is approved as advantageous to the City.
- Section 2. The City Manager or the City Manager's designee is authorized to execute the application required for the City to join Mountain View and to use the Mountain View cooperative purchasing agreement with Sysco.
- Section 3. The City Manager or City Manager's designee is authorized to issue the required purchase order under the referenced cooperative purchasing agreement in an amount not to exceed \$535,000.
- Section 4. The City Manager or the City Manager's designee is authorized to execute and submit all documents necessary for the City to apply for grant funding from the State of California to allow continuation of the Sacramento START after-school snack program through September 30, 2009.