

September 2, 2014

To: Mayor Bemrich and City Council

From: David Fierke, City Manager

**Subject: Letter of Agreement
Starlite Best Western
Congregate Meals**



ACTION: For Vote Monday, September 8, 2014

Brief History

The City of Fort Dodge acts as the sponsor of Congregate Meals which is administered by the C2 Director and financed through Elderbridge.

Analysis of Issue

The contract between the City and Starlite has been revised to reflect current conditions between the two organizations. The cost per meal this year will be \$5.35, which is a decrease from last year of \$5.60. We are pleased with the cooperation of Starlite as we worked towards a sustainable program between all interested parties.

Budget Impact

This action is dependent upon our Agreement with Elderbridge.

Impact on Existing Plans

NA

Strategic Plan Impact

Initiative D.9

Active retirees and senior citizens recruited and well served.

Comprehensive Plan Impact

Policy B.1.10

Cooperative public-private arrangements, such as increased privatization and volunteerism, for the development, programming, and maintenance of park and recreation facilities shall be explored and encouraged.

Committee or commission Review/Recommendation

Non applicable

Staff Conclusions/Recommendations

We recommend approval of this Agreement.

Alternatives

None

Implementation and Accountability

Immediate.

Signed

Approved



Lori Branderhorst
Director
Parks, Recreation and Forestry

David R. Fierke
City Manger

Letter of Agreement

Between the Best Western Starlite (Starlite) and the City of Fort Dodge in providing meals for the Congregate Meals and Meals on Wheels. This agreement is made the 1st day of Sept. ,2014 and will be in force till until 30th day of June, 2015. Either party may terminate this contract by giving 30 days notice in writing to the other party.

City of Fort Dodge shall:

1. Notify Starlite by 1:00pm the day before the meal is to be served of the number of reservations.
2. Make payment to Starlite for the meals monthly after receipt and if needed review of bill.
3. If Changes are requested for such activities such as pizza parties or holiday parties, one month notice must be given to Starlite to cancel that day's meal.

Starlite shall:

1. Provide transportation of meal to Citizen's Central (C2) between 10:30-11:00 am ,Monday through Friday.
2. Supply meal, beverage, agreed upon condiments, disposables, and silverware when applicable for the meal count of that day.
3. Use menus and recipes supplied by the Elderbridge Nutrition Program for the elderly. Starlite may make menu changes after consulting with Robert Ammon (Elderbridge) a month ahead of time and communicating it to the site supervisors.
4. Cook's Choice meals are the decision of the Starlite. Provider will notify site manager within 7 days to what the menu shall be.
5. Meals must be at the appropriate temperature of at least 140 degrees for hot dishes and below 41 degrees for cold dishes. All food will be measured at the time of delivery and appropriately recorded with both delivery staff and site manager.
6. Will provide specified items and quantities on Elderbridge recipe menu that meet nutritional value of the recommended daily allowance.
7. Carry public liability insurance, including produce liability for damages resulting from implementation of this agreement and provide certification of insurance no less than \$1,000,000 worth of coverage.
8. Base meal charge will be based off of delivery to all sites. If not providing a meal to one site, but still to the other site a charge of \$35.00 will be added to monthly bill for that site

General:

1. Site Manager and Starlite representatives will meet monthly to review bill, evaluate monthly services, and available funding for the coming month.
2. Clear communication is essential between all parties.
3. Evaluation to include: quality and portions of food, timeliness of delivery, consistency, flexibility and communication.
4. For school cancellations due to weather, no meal will be delivered. If school has an early out or late start, then communication between meal provider and site managers will determine delivery for the day.
5. Congregate Meals will provide items that are not included in the Elderbridge recipes for their menus.

Best Western Starlite

X Lonnie Bacon Date 8/22/14

City of Fort Dodge

X _____ Date _____

Attachment to Letter of Agreement
For Starlite and the City of Fort Dodge
For the Congregate Meals
September 1, 2014 – June 30, 2015

Starlite shall:

Provide the following meals at the cost listed below.

Base Meal Price	<u>\$5.35</u> per plate
Up Charge for Meal Delivery (if serving single site)	<u>\$35.00</u> per day

City of Fort Dodge

Erin Dunn
Starlite