



COUNTY of GALVESTON
Department of Parks & Cultural Services

4102 Main Street (FM 519) • La Marque, Texas 77568
Phone: (409) 934-8100 • Fax: (409) 621-7986
www.galvestonparks-seniors.org

July 1, 2018

Lydia Rodriguez
City of League City
1071 League City Pkwy
League City, TX 77573

RE: Congregate Meal Program Interlocal Agreement – FY-19

Dear Ms. Rodriguez,

The Congregate Meal Program grant has been awarded to the Galveston County Parks & Cultural Services Department (“GCPSS”) by the Houston-Galveston Area Council, Area Agency on Aging. The City of League City desires to utilize GCPSS program grant funds to offer meals to eligible participants at Hometown Heroes Park. In order to continue services for FY-19 (Oct. 1, 2018-Sept. 30, 2019), an executed Inter-local agreement is required.

Attached are three copies of an inter-local agreement, developed by the County Legal Department for continuation of services in fiscal year 2019 for the Congregate Meal Program. Please forward to your appropriate signatories and return all three original copies by Monday, August 27, 2018 by 5pm. One copy of the executed agreement will be forwarded to you once signed by both parties.

Should you have any questions please do not hesitate to contact me at (409) 934-8126 or bo.hahn@co.galveston.tx.us.

Sincerely,

Bo Hahn, Assistant Director
Galveston County Department of Parks & Cultural Services

Attachments



Galveston County Parks & Cultural Services Congregate Meal Service Agreement

This agreement is by and between **Galveston County, Galveston County Department of Parks and Cultural Services** and the **City of League City (authorized agents named below)**. The purpose for this agreement is to allow the **City of League City** to provide congregate meal service for eligible clients.

The parties agree that **City of League City** will have congregate meal service as described below:

Effective Date: October 1, 2018

Eligible for renewal? Yes; terms - annually on October 1 and dependant on award of H-GAC grant.

Facility: Hometown Heroes Park

Days of the week:

- **Monday, Tuesday and Thursday**

Galveston County Parks & Cultural Services will:

- Be responsible for scheduling the delivery of the congregate meal service via approved food vendor to **City of League City**.
- Provide the authorized contact a list of soon to be expired and expired clients on a monthly basis.
- Invoice **City of League City** for non-eligible meals/units on a quarterly basis.
- Deposit program income collected.
- Administer the H-GAC grant paperwork associated with the congregate meal program.

City of League City will:

- Require an organization representative to attend a mandatory Nutrition and Support Services Training provided by H-GAC (date and time T.B.D.).
- Provide Galveston County Parks & Cultural Services a copy of your organization's current, valid, Health Permit and Food Handlers Permits.
- Maintain current and valid food handlers and health permits throughout the agreement term and provide Galveston County Parks & Cultural Services copies of any new permits.
- Be responsible for calling, emailing or faxing in a completed meal order and verifying receipt of the meal order by 1:30pm, the day prior of congregate meal services.
- Complete assessments by prescribed deadlines and remit assessments once complete to Galveston County Parks & Cultural Services, Records Specialist.

- Collect congregate meal program income daily and deliver monthly income to Galveston County Parks & Cultural Services Department within the first three days of the month, for income collected the previous month.
- Reimburse Galveston County for any meals/units served to non-eligible clients at a rate of \$6.59 per meals/unit. Non-eligible meals will be invoiced to **City of League City** quarterly and reimbursement from **City of League City** will be made to "Galveston County Parks & Cultural Services Department", 4102 Main Street, La Marque, TX 77568.
- Inform the Galveston County Parks & Cultural Services Division when the congregate meal service is not needed, at least 48 hours in advance of non-usage.

This agreement:

- Is non-transferable;
- Constitutes the entire Agreement between the parties with respect to the subject matter hereof and supercedes all prior agreements;
- May not be amended or waived, in whole or in part, except in writing signed by both parties;
- Can be terminated should any obligation failed to be fulfilled in this agreement or for the convenience of any party. Either party may cancel this agreement, in writing with at least 30 calendar days notice.

In Witness Whereof the parties have executed this Agreement effective on the date listed below.

Galveston County

Mark A. Henry, County Judge

ATTEST:

Dwight Sullivan, County Clerk

Signature: _____ Date: _____
Galveston County Parks & Cultural Services, Director
Julie Diaz
4102 Main Street
La Marque, TX 77568

Signature: _____ Date: _____
Primary Representative, Name: _____ (print)
Address: _____
City, State Zip: _____
Phone: _____
Email: _____

Signature: _____ Date: _____
Alternate Representative, Name: _____ (print)
Address: _____
City, State Zip: _____
Phone: _____
Email: _____



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Dwight Sullivan, County Clerk

Signature: _____ Date: _____
Galveston County Parks & Cultural Services, Director
Julie Diaz
4102 Main Street
La Marque, TX 77568

Signature: _____ Date: _____
Primary Representative, Name: _____ (print)
Address: _____
City, State Zip: _____
Phone: _____
Email: _____

Signature: _____ Date: _____
Alternate Representative, Name: _____ (print)
Address: _____
City, State Zip: _____
Phone: _____
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Julie Diaz
4102 Main Street
La Marque, TX 77568

Signature: _____ Date: _____
 Primary Representative, Name: _____ (print)
 Address: _____
 City, State Zip: _____
 Phone: _____
 Email: _____

Signature: _____ Date: _____
 Alternate Representative, Name: _____ (print)
 Address: _____
 City, State Zip: _____
 Phone: _____
 Email: _____