



**Date:** November 19, 2019

**To:** Thomas J. Bonfield, City Manager  
**Through:** Wanda Page, Deputy City Manager  
**From:** Mariel Klein, Business Services Analyst  
**Subject:** Central Kitchen Feasibility Study Interlocal Agreement

**Executive Summary**

On July 1, 2019, Durham County entered into a contract with the Food Insight Group (FIG) in order that FIG complete a feasibility study for a Durham Public School (DPS) Central Kitchen. The total contract was made in the amount of seventy-two thousand dollars made in equal payments of eighteen thousand dollars to FIG.

The County of Durham has agreed to act as a fiscal agent for the contributions of the City of Durham and Durham Public Schools and to ensure that the Scope of Work and all other contractual obligations of FIG are carried out over the course of the contract.

The City of Durham, in the interest of facilitating the Central Kitchen as a collaborative effort between the City, the County, and DPS, is contributing one-third of the total contract amount to the County in order that the County may facilitate the City's payment contribution to FIG as part of the feasibility study contract. DPS and the County are additionally each contributing one-third of the total contract amount. Thus, the City of Durham is committing twenty-four thousand dollars to the County in order to contribute equally to the feasibility study.

**Recommendation**

To authorize the City Manager to execute an Interlocal Agreement with Durham County to contribute one-third of the total contract amount established between Durham County and the Food Insight Group to conduct a feasibility study for a Durham Public Schools Central Kitchen.

**Alternatives**

Council could not approve the payment and the City of Durham would not contribute to the feasibility study. The County and/or Durham Public Schools would then have to compensate for the lack of the proposed City contribution.

**Financial Impact**

The execution of this interlocal agreement would facilitate a budget decrease of \$24,000 from the City's FY1920 budget.

**Equal Business Opportunity Summary**

Due to the nature of this agenda item, a review by the Equal Opportunity and Equity Assurance Department was not required.

**Attachments**

Attachment 1: Interlocal Agreement between the City of Durham and Durham County  
Attachment 2: Original Contract between Durham County and the Food Insight Group