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September 15, 2005

SEP 15 2005

CITY OF TROY
CITY MANAGER'S OFFICEOK
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To: John Szerlag, City Manager

From: Brian Murphy, Assistant City Manager/Services *BPM*
Carol K. Anderson, Parks and Recreation Director *CA*

Subject: Community Center Catering

Attached please find correspondence from the Advisory Committee for Senior Citizens regarding the catering contract at the Community Center. The vendor, Emerald Food Service, has a contract with the City to provide food service at both the Community Center and Sanctuary Lake Golf Course. The contract states the initial term expires one year after service begins at Sanctuary Lake with two (2) one year options to renew. The one-year expiration is May, 2006. The current contract allows food to be brought into the Community Center in some areas including small conference rooms 402 and 403; larger rooms 503, 504, and the arts and crafts room (which can all accommodate up to 49 people). The banquet/conference rooms, which do not permit refreshments to be brought in by an organization/group are 301, 302, 303, 304, and 305. This policy is distributed to all groups/businesses that reserve rooms in the facility on an annual basis.

Non-profit groups and others may reserve the rooms where food may be brought from home. To service those groups with limited funds, the vendor has adjusted food service items available and reduced costs where possible. There is an awareness of the concern for food service pricing and staff will continue communication with the vendor regarding this matter now and during contract renewal discussions.

The Parks and Recreation department, which includes the Community Center, is operating under the guideline to cover costs for operating with the set subsidy. With the expanded Community Center, we have created a positive environment for non-profit groups (with no room rental charges) and business/for-profit groups (who do pay a room rental fee) to meet at the facility and satisfy their meeting objective.

CKA/mw



Advisory Committee for Senior Citizens

3179 Livernois, Troy, MI 48083

seniorac@ci.troy.mi.us

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SEP 13 2005

CITY OF TROY
CITY MANAGER'S OFFICE

JoAnn Thompson
Chair
248-879-2637

September 1, 2005

Jo Rhoads
Vice Chair
248-689-2741

To: Honorable Mayor and City Council

From: Troy Senior Citizen Advisory Committee

Bud Black
248-641-7745

Re: Community Center Catering Contract

James Berar
248-689-3408

The catering contract at the Community Center is up for renewal soon, and we recommend a change that will allow non-profit groups to bring refreshments into any room at the Community Center. This is currently allowed in two meeting rooms and two conference rooms at the Community Center, but if these rooms are in use or if your group is too large for one of those rooms, you are out of luck.

Merrill Dixon
248-879-2887

Many non-profit groups do not have the money to hire a caterer for meeting refreshments and would like to bring refreshments from home. (The cost of one dozen cookies from the Community Center caterer is \$13.42 including tax and tip). In addition, for some food items there are minimum numbers and advanced reservations required, so groups end up paying even more because they order more food than needed.

Marie Hoag
248-879-6433

Also, with the senior programs, businesses often want to donate refreshments, and under the current contract, we are not allowed to accept these donations.

Pauline Noce
248-540-1606

We do not object to requiring the use of a caterer for banquet meals, but a caterer is cost prohibitive for many groups for meeting refreshments.

David Ogg
248-689-2210

Some groups have stopped meeting at the Community Center because of this policy, and other groups are going without refreshments at their meetings. We do not think that the current policy serves the needs of the community.

The Advisory Committee for Senior Citizens is appointed by City Council to study and consider the welfare and concerns of senior citizens in Troy. The Committee offers recommendations to City Council as to programs and services that would benefit senior citizens in our community.

Sincerely,

JoAnn Thompson
Chair