

**To the Mayor and Members of the City Council****December 2, 2025**

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**SUBJECT: FOOD SERVICES PROGRAM AT CITY HALL**

The purpose of this Informal Report is to provide the City Council with information on the Food Services Program which provides lunch service at City Hall.

The food program was created as part of the City Hall project. The charge to the project management committee was to create a food program at a low cost to the City of Fort Worth. After a six-month RFP process, Fooda was selected as the catering option that could be expanded over time. The City had limited up-front investment in furniture, fixtures, and equipment for the program.

The program began with the Grab-and-Go store, lunch, and retail coffee. The retail coffee shop was suspended due to lack of demand. We have since added dessert options with Nothing But Bundt Cakes and Gigi's Cupcakes. On October 27, 2025, a pilot program for breakfast began with breakfast tacos, which will occur each Tuesday. On November 5, a second pilot program for a salad bar began and will occur each Wednesday. After the three (3) month pilot program, these two options will be assessed.

To be a partner with Fooda, restaurants complete an application which includes a tax license, food permit, food manager level sanitation certificate, and certificate of insurance. Once all paperwork is received, onboarding occurs along with a food tasting. Based on certain levels, the restaurant pays either 20% or 25% commission to Fooda. Currently, there are 81 restaurants participating.

Since the Fooda program began, the City has spent \$55,914 to subsidize the program. The Fooda program guarantees \$600 per day for each food vendor, except for the salad bar which is guaranteed \$800 per day. 69% of the subsidy was spent in FY24 when City Hall was at half capacity.

Customer satisfaction with the program remains high. Since the start of the program, 59% of customers provided a great rating and 33% provided a good rating.

Fooda's contract ends on March 31, 2026, and has ten (10) one-year renewal options.

**Next Steps**

As we evaluate the future of the City Hall food service program, a key decision is whether to continue with a rotating vendor program such as Fooda or transition to a traditional restaurant/café model where food and beverages are prepared on-site. To inform this decision, we will:

- Complete a kitchen assessment by the end of the calendar year to determine the costs to activate the kitchen that has not been used since early 2020.



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- Determine what financial guarantees are necessary to make a restaurant/café program sustainable.
- Pursue a Request for Proposals (RFP) process to identify and select a food service vendor to provide services at City Hall, ensuring competitive evaluation of options that best meet the City's operational, financial, and service goals.

For questions regarding this information, please contact Marilyn Marvin, Property Management Department Director, at 817-392-7708.

**Jesus "Jay" Chapa**  
**City Manager**