



## Agenda Report

20-506

Agenda Date: 6/23/2020

### REPORT TO COUNCIL

#### SUBJECT

Action on Amendment No. 1 to the Agreement with the County of Santa Clara for the Senior Nutrition Program at the Santa Clara Senior Center and Related Budget Amendment [Council Pillar: Deliver and Enhance High Quality Efficient Services and Infrastructure]

#### BACKGROUND

The City of Santa Clara works collaboratively with the County of Santa Clara to provide a Senior Nutrition Congregate Meals Program (Program) at the Santa Clara Senior Center. The Program targets seniors aged 60 and over, serving a basic need of lower income households and special needs populations. The Program goals are to reduce hunger and food insecurity, increase socialization, and promote the health and well-being of older adults. On August 20, 2019, Council authorized the City Manager to execute an agreement with the County for the Program that includes four, one-year extensions (Attachment 1). The Original Agreement was in the not to exceed amount of \$111,221 to serve on average, 63 meals per day, five days per week, for a total of 15,687 meals per year. The City's contribution to the program includes funding from CDBG in the amount of \$24,000, General Fund \$3,445, participant donations, and a volunteer match.

The Program has been a gateway to other supportive community programs and services at the Senior Center. However, due to the novel coronavirus pandemic County Health Department's Shelter in Place Order, the Program transitioned to a "Meals to Go" program in March 2020. The City, under its local emergency declaration and operations, used its training and FEMA methodology to activate a Commodity Point of Distribution (CPOD) that delivers on average 150-195 daily hot meals, as well as supplemental weekend breakfasts and lunches to seniors, while strictly adhering to the County Health food handling and COVID19 protocols that minimize the potential transmission of food borne illnesses and the novel coronavirus. The County was informed of the increase in the City of Santa Clara Program meals.

#### DISCUSSION

At the end of May 2020, the County issued Amendment No. 1 (Attachment 2) to the City of Santa Clara. The Amendment terms include:

- An increase for the current Fiscal Year 2019/20 in the amount of \$18,410 for a not to exceed \$129,631 to provide an additional 2,498 meals above the budgeted 15,624 total meals;
- A provision for next Fiscal Year 2020/21 in the not to exceed amount of \$110,774 for 15,624 total annual meals (same base of 63 average meals per day, and slight decrease in materials/supplies, with expected potential for revision of meals and materials later in the year), which raises the total agreement as amended amount to \$240,405;
- Replacement of "Exhibit A: Program Provisions" with Exhibit A-1 Program Provisions which extends the contract term through June 30, 2021;

- Replacement of “Exhibit B: Program Plan & Requirements” with Exhibit B-1 Program Plan & Requirements standard language which describe the Program, eligibility, meals, site conditions, etc.;
- Replacement of “Exhibit C: Budget” with Exhibit C-1 Services Plan & Budget and Adds “Exhibit C-2: Budget” described above;
- Adds “Exhibit D-1: Logic Model” which defines the Program goals, activities and measures. The City annually has more than 500 unique clients served and provides additional services such as information and referral through the Senior Center over phone and virtually to meet its target despite the coronavirus shelter in place order
- Updated Article IV, 14. County Data & Confidentiality which limits non-public information and requires County written permission, as well as to enhance cyber security against unauthorized access.
- Adds Article IV, 15. California Public Records act which guides Contractor to clearly identify confidential and proprietary information if any exists and holds the County harmless against claims arising from CPRA based on such identification of information by the Contractor.

Similar to previous years, in Fiscal Year 2020/21 the City will have approved and allocated funds for allowable Program expenditures from the Community Development Block Grant (CDBG) program in the amount of \$24,000 (approximately 10% of contract total), and the Parks & Recreation Department operating funds in the amount of \$3,445 (1% of contract total), as well as other donations. The County reimburses the City for the remaining total amount of actual allowable Program expenditures, subject to the provisions of the contract, in an amount not to exceed \$110,774, unless otherwise adjusted later in the fiscal year. For example, the County issued an end of Fiscal Year adjustment that is included in the amendment under consideration by Council which retroactively provided an additional 2,498 meals above the budgeted 15,624 total annual meals and additional funding in the amount of \$18,410 for this fiscal year. The City anticipates that the County will continue this practice.

It is anticipated that the currently higher levels of participants in the Program (on average of 180 seniors versus currently budgeted 63) will continue through the Fiscal Year 2020/21 due to continued impacts of the COVID19 pandemic and related County Health Department's Orders of social distancing and health and safety protocols. Therefore, the action under consideration includes authorizing the City Manager to execute any additional modifications to the County Agreement as Amended, subject to the appropriation of funds. This will give the City Manager the flexibility and authority to respond to County Program changes in an efficient and timely manner to provide services to seniors without interruption. It is important to note that separately, the Healthy Santa Clara supplemental Senior Weekend Meals Program will continue through generous grants from Silicon Valley Power and the Mission City Community Fund to purchase additional meals not supported through the County Program.

## **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

## **FISCAL IMPACT**

The City's Senior Nutrition Program revenues and appropriations have been included in the Fiscal Years 2019/20 and 2020/21 Operating Budget in the Parks and Recreation Operating Grant Trust Fund. The City pays 10% of the total contract amount, or \$24,000 from Community Development Block Grant funds, and 1%, or \$3,445, from the General Fund. The County funds the remaining cost

of the program on a reimbursement basis. An increase to County payment in the current Fiscal Year 2019/20 is needed in the amount of \$18,410, bringing the budget to \$129,631. In FY 2020/21, a downward adjustment to the County payment is needed, resulting in a revised total of \$110,774. Over the two-year period, the total County agreement as amended amount is \$240,405.

### BUDGET AMENDMENT FY 2019/20

	Current	Increase/ (Decrease)	Revised
<b><u>Parks and Recreation Operating Grant Trust Fund</u></b>			
<u>Revenues</u>			
Other Agencies Revenue	\$111,221	\$18,410	\$129,631
<u>Expenditures</u>			
Senior Nutrition Program	\$111,221	\$18,410	\$129,631

### BUDGET AMENDMENT FY 2020/21

	Current	Increase/ (Decrease)	Revised
<b><u>Parks and Recreation Operating Grant Trust Fund</u></b>			
<u>Revenues</u>			
Other Agencies Revenue	\$120,539	(\$9,765)	\$110,774
<u>Expenditures</u>			
Senior Nutrition Program	\$120,539	(\$9,765)	\$110,774

### **COORDINATION**

This report has been coordinated with City Attorney's Office and Finance Department.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>>.

**RECOMMENDATION**

1. Approve and authorize City Manager to execute Amendment No. 1 to the Agreement with the County of Santa Clara for the Senior Nutrition Program to provide meals at the Santa Clara Senior Center for a revised amount not to exceed \$240,405.81 for FY 2019/20 and FY 2020/21, and to execute as needed any additional County modifications to the Agreement as Amended pertaining to the Senior Nutrition Program for the remainder of the Fiscal Year 2020/21, subject to the appropriation of funds; and
2. Approve the related budget amendment in the Parks and Recreation Operating Grant Trust Fund to increase the Other Agencies Revenue and the Senior Nutrition Program by \$18,410 in FY 2019/20; in FY 2020/21, decrease the Other Agencies Revenue and the Senior Nutrition Program by \$9,765.

Reviewed by: James Teixeira, Director, Parks & Recreation

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Agreement FY2019/20
2. Amendment No. 1