



## Agenda Report

21-531

Agenda Date: 5/4/2021

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### REPORT TO COUNCIL

#### SUBJECT

Agreement with the County of Santa Clara for Reimbursement of COVID19 Emergency Meals for the City of Santa Clara Senior Nutrition Program

#### 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 (County) to provide a Senior Nutrition Congregate Meals Program (Program) at the Santa Clara Senior Center. The Program targets older adults over age 60 and special needs populations. The Program goals are to reduce hunger and food insecurity, increase socialization, and promote health and well-being. On June 23, 2020, Council authorized the City Manager to execute an agreement with the County for the Program that included three, one-year extensions (Attachment 1). The Original Agreement was to serve on average 63 meals per day, five days per week, for a total of 15,687 annual meals and a not to exceed amount of \$110,774 for FY2020/21. The City's contribution to the Program included \$24,000 in funding from the Community Development Block Grant funds, \$3,445 from the City's General Fund, as well as participant donations and a volunteer match.

Due to the COVID19 pandemic and County of Santa Clara Health Department's Shelter in Place Order, the Program operated as a "Meals to Go" program. The City, under its local emergency declaration and operations, used its training and FEMA methodology to activate a Commodity Point of Distribution (CPOD). The Program now delivers between 150-195 hot meals daily, while strictly adhering to the County Health Department's food handling and COVID19 health and safety protocols that minimize the potential transmission of food borne illnesses and the novel coronavirus. The County was informed about the significant increase in the City of Santa Clara Program participation and number of meals served. The County informed the City of Santa Clara Senior Nutrition Program that it could continue serving above the budgeted level and that it would issue an agreement to fund the added meals.

#### DISCUSSION

In order to reimburse the City of Santa Clara Senior Nutrition Program for COVID-19 emergency meals served from December 1, 2020 through June 30, 2021, the County has issued an Agreement to the City for approval. The Agreement, if approved, will provide funding for the Fiscal Year 2020/21 Program budget in the amount of \$209,280 to provide an additional 24,000 meals. The County anticipates that the daily participants served by the Program will be 180 seniors on average per day through June 30, 2021 due to continued COVID19 pandemic impacts; this is in contrast to the currently budgeted 63 average meals per day.

The action under consideration authorizes the City Manager to execute the County agreement and any additional modifications or amendments to the Agreement, subject to the Council 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 weekday hot meal services to seniors without interruption.

While the agreement under consideration does not look beyond the June 30, 2021 horizon; in the past, the County has issued an “end of Fiscal Year adjustment” which retroactively provided for the additional meals used above that year’s budget total. It is anticipated that the County will do so again as it did in FY 2019/20 when the County authorized funding in the amount of \$18,410 for 2,498 additional meals.

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. Seniors may also participate in the Food for Families Program through the Salvation Army and Second Harvest Food Bank.

**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 2019/20 and 2020/21 Parks and Recreation Operating Grant Trust Fund budget. The County funds the cost of the program on a reimbursement basis. An increase to County payment in the current 2020/21 fiscal year is needed in the amount of \$209,280, bringing the amended budget to \$320,024.

**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	\$110,744	\$209,280	\$320,024
<u>Expenditures</u>			
Senior Nutrition Program	\$110,744	\$209,280	\$320,024

**COORDINATION**

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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 the Agreement with the County of Santa Clara for the Senior Nutrition Program to provide emergency meals for an amount not to exceed \$209,280 for FY 2020/21;
2. Consistent with City Charter Section 1305, "*At any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by the affirmative votes of at least five members so as to authorize the transfer of unused balances appropriated for one purpose to another purpose, or to appropriate available revenue not included in the budget,*" approve the related FY 2020/21 budget amendment in the Parks and Recreation Operating Grant Trust Fund to increase the Other Agencies Revenue and the Senior Nutrition Program by \$209,280 (**five affirmative Council votes required to appropriate additional revenue**) ; and
3. Authorize the City Manager to negotiate and execute amendments and minor modifications to the Agreement for emergency meals, subject to Council appropriation of funds.

Reviewed by: James Teixeira, Director, Parks & Recreation

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Senior Nutrition Agreement as Amended with County of Santa Clara
2. Proposed Senior Nutrition Agreement with County of Santa Clara for COVID19 Emergency Meals