



## Agenda Report

20-939

Agenda Date: 9/29/2020

### REPORT TO COUNCIL

#### SUBJECT

Authorize the City Manager to Negotiate and Execute An Agreement with the Salvation Army Silicon Valley for the Distribution of Food Boxes through the End of Calendar Year 2020 [Council Pillar: Deliver and Enhance High Quality Efficient Services and Infrastructure]

#### BACKGROUND

In response to the COVID-19 pandemic, the City launched a supplemental food program in conjunction with community partners to ensure that the City's most vulnerable populations (youth and seniors) had access to food seven days a week. One of those partners was the Salvation Army Silicon Valley. The City and Salvation Army have partnered on several occasions to distribute USDA food boxes provided by the Second Harvest Food Bank to local families in the community utilizing City employees in their role as Disaster Service Workers to assist with the distribution of commodities.

While the Santa Clara Unified School District has resumed its meal service to students, the program is not available to the broader community, potentially leaving a gap in service for residents in need. The City and Salvation Army recognize the need for a safety net and have expressed mutual interest in initiating a community-based food distribution to address this need.

The purpose of this report is to seek Council approval to delegate authority to the City Manager, and/or her designee, to negotiate and execute an agreement with the Salvation Army Silicon Valley that would formalize this partnership to allow for on-going use of City employees as Disaster Service Workers to support a weekly food distribution program at the Salvation Army facility, located at 3090 Homestead Road in Santa Clara, through the end of the calendar year 2020.

#### DISCUSSION

The Salvation Army, through its contract with the Second Harvest Food Bank, can obtain USDA food boxes at no cost to the City for distribution to families in need throughout the City of Santa Clara. These boxes contain food staples and produce to sustain a family of four. Recipients are required to pre-register for the program by completing a self-certification of eligibility; however, no one in need of food is turned away from service. The one-time registration enables each family to receive a program card that they show when picking up their food boxes. This helps to expedite the distribution and to track the number of boxes distributed each week.

While the Salvation Army has access to food, the pandemic has limited the number of volunteers available to help with the actual distribution of the food boxes. The City of Santa Clara, with its experience in commodity point of distribution (CPOD), has the resources needed to support the Salvation Army's efforts to feed those in need in Santa Clara.

The parties have met and have developed a preliminary plan of operation that would result in the distribution of food boxes one afternoon a week at the Salvation Army's site located at 3090 Homestead Road in Santa Clara. The City would provide staff and equipment to support the CPOD operations and the Salvation Army would take the lead in enrolling participants and acquiring the food commodities. The parties recognize the challenge some families may have in travelling to the Homestead site and have agreed to explore opportunities for use of other sites should there be a demonstrated need or barriers to access.

Depending on the schedule of the Second Harvest Food Bank to transport the food boxes to the Salvation Army site, the cost of a refrigerated truck to store the food boxes until the final distribution may be needed. The City rented a refrigerated truck to help with the storage of food as part of the Healthy Meals program. The cost of this rental was approximately \$300 per week. Should the City need to rent a truck, the estimated cost through the end of the calendar year would be approximately \$4,200. It is recommended that the City contribute funds to support this resource.

In discussing the proposal with the Salvation Army, it is staff's understanding that due to limitations from the Second Harvest Food Bank, the projected start date of a new distribution would be no sooner than October 21, 2020. This start date will allow sufficient time for the parties to negotiate and execute the required agreement, conduct effective outreach to the community, and enroll participants.

### **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(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

The financial impact would include the cost of City staff to support the CPOD operations and potentially, the cost to rent a refrigerated truck each week at an estimated cost through the end of the calendar year of \$4,200. The City has received donations from the Mission City Community Fund for the Food Distribution Program. These donations, as approved by City Council on July 14, 2020, were appropriated in the Other City Departments Operating Grant Trust Fund. It is recommended that these funds be used to cover the costs of a refrigerated truck rental, should this be necessary.

### **COORDINATION**

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

### **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>> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

It is recommended that the City Council authorize the City Manager, and/or her designee, to

negotiate and execute an agreement with the Salvation Army Silicon Valley for the distribution of food through December 31, 2020.

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