



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Angel Ríos, Jr.

**SUBJECT: PROVIDING FOOD DISTRIBUTION
WORKFORCE SUPPORT
AGREEMENTS**

DATE: June 22, 2020

Approved

Date

6/22/2020

RECOMMENDATION

Adopt a resolution authorizing the City Manager to negotiate and execute an Agreement between the City of San José and San José Conservation Corps, (San José, CA) to Provide Disaster Relief Support for Limited Duration to provide food distribution workforce support to the Second Harvest of Silicon Valley beginning June 23, 2020, and ending on August 23, 2020, with a maximum compensation not to exceed \$1,137,784.

OUTCOME

The recommended action enables the City of San José (“City”) to provide food distribution workforce support to the Second Harvest of Silicon Valley so that it may feed vulnerable populations in the County of Santa Clara and the City experiencing food insecurity due to the impacts of the COVID-19 pandemic.

BACKGROUND

On March 18, 2020, the City Emergency Operations Center (EOC) received a request from the County of Santa Clara (County) EOC to set up, administer, and staff a countywide food and necessities distribution program to feed individuals and families affected by the National COVID-19 Emergency, the County shelter-in-place order, and the subsequent economic downturn.

The County Department of Public Health orders to shelter-in-place – to shut down non-essential businesses and to close schools – have increased demand for food distributed through County, City, Community-Based Organizations (CBOs) and school food programs. These entities have insufficient capacity and resources to meet the expanding food needs within the existing food

distribution network, which includes serving residents of the unincorporated portions of the County. On May 12, 2020, City Council authorized the City Manager to finalize initial response contracts with a variety of food and necessities providers to meet the hunger needs of our community, funded through both the Coronavirus Relief Fund and the Emergency Reserve Fund.

During this time, the non-profit food bank Second Harvest of Silicon Valley had to build and sustain its operations as the largest single provider of grocery and meal distribution in the region, delivering two-thirds of meals in the form of fresh groceries and shelf stable food. To scale up its operations to meet the need in the community Second Harvest of Silicon Valley has relied upon volunteers, temporary agency staff, City staff re-assigned as disaster service workers, and the federal National Guard as workforce. For a variety of reasons, these sources of labor have proven variable, often on short notice, and threaten the organization's ability to plan and sustain operations at scale. Due to the recent lack of certainty of the National Guard deployment and the need for City staff to return to essential City operations, the City needs an interim solution for staffing to ensure continuity of operations for grocery and meal distribution. Meanwhile, the Santa Clara County Emergency Operations Center, following a formal request for resources, has declined to provide workforce resources to Second Harvest. To continue the high-quality service and fill the workforce gap with a reliable workforce, the City of San José Food and Necessities Branch has identified the San José Conservation Corps as the most viable, appropriate, and cost-effective solution to backfill as a food distribution workforce.

Founded by San José City Council members Susan Hammer and Shirley Lewis in 1987, the San José Conservation Corps was one of the first urban conservation corps in the country. Since then the organization opened its charter school in 2002 and expanded to two campuses in 2010. Over the past thirty years, San José Conservation Corps has grown and modified its programs to meet the needs of the over 10,000 young adults who have benefited from its services. Through their programs, 3,134 youth have earned their high school diploma creating a combined increased lifetime earnings of \$1.25 billion.

ANALYSIS

Staff recommends an agreement with San José Conservation Corps, a California non-profit organization, to provide food distribution assistance services for Second Harvest of Silicon Valley at three (3) warehouse locations. Assistance includes general food distribution labor such as grocery boxing, packaging meals, preparing site distribution lines, cleaning and disinfecting areas, and food delivery to distribution sites. Work hours are limited to five days per week, eight hours per day, with one one-hour lunch break per day. Staffing is comprised of ten (10) corps members to one (1) supervisor with pay rates ranging from the lowest of \$37.07 per hour for corps members in June 2020 to the highest pay rate of \$51.09 per hour for Supervisor positions in August 2020. June staffing may not exceed 33 Full Time Equivalent positions (FTEs); July staffing may not exceed 88 FTEs; and August may not exceed 88 FTEs.

Due to the timing of this need, staff recommends the proposed agreement be sole sourced because immediate action is required to ensure continuity of service at Second Harvest of Silicon Valley. These circumstances meet federal procurement requirements for exigent and emergency exceptions for non-state entities. An exigency exists since a competitive bidding process will take, at minimum, several weeks to conduct, leaving Second Harvest of Silicon Valley without a workforce to distribute food; an emergency exception exists because of the scale and regional impact of the area's primary food bank unable to sustain its services with a dependable workforce to feed and protect life, public health and safety. For contingency planning and to meet federal procurement requirements, staff intends to initiate a competitive bid for this service to bridge the need beyond August 2020.

CONCLUSION

This memorandum recommends that the City Council authorize the City Manager to negotiate and execute agreements with San José Conservation Corps. Approval of these actions will ensure vulnerable residents continue to have access to healthy food during the emergency.

EVALUATION AND FOLLOW-UP

This memorandum will not require any follow-up from staff. Staff will return to City Council as appropriate to execute any agreements resulting from a competitive solicitation.

CLIMATE SMART SAN JOSÉ

The recommendations in this memo do not have any negative impact on Climate Smart San José energy, water, or mobility goals.

PUBLIC OUTREACH

This memorandum will be posted on the City's website for the June 23, 2020, Council agenda.

COORDINATION

This memorandum, related documents and resolutions were prepared in coordination with the Finance Department, Parks Recreation & Neighborhood Services Department, the City Attorney's Office, and the City Manager's Budget Office.

COMMISSION RECOMMENDATION/INPUT

No commission recommendation or input is associated with this action.

COST SUMMARY/IMPLICATIONS

As described in the City Manager’s Budget Addendum #20, Coronavirus Relief Fund and Resident Assistance¹, the Administration has estimated a total cost for the Food and Necessities Program of \$45.0 million, of which \$35.0 million is allocated within the Coronavirus Relief Fund and \$10.0 million is anticipated to be provided by other funding sources, including reimbursements from the Federal Emergency Management Agency (FEMA).

Actions included in the memorandum for Item 3.3, Approval of Various Budget Actions for Fiscal Year 2019-2020, on the June 23, 2020 City Council agenda recommend specific appropriation adjustments within the Coronavirus Relief Fund that align with major program areas of the City’s COVID-19 pandemic response. For 2019-2020, the estimated amount for Food and Necessities is \$15.0 million (with an additional \$20.0 million estimated in 2020-2021). The \$1.1 million contract with the San José Conservation Corps is recommended to be funded from the \$15.0 million allocation within Coronavirus Relief Fund.

BUDGET REFERENCE

The table below identifies the fund and appropriation to support the contracts recommended in this memorandum.

| Fund # | APPN # | Appn. Name | Current Total Appn* | Amt. for Contract | 2019-2020 Adopted Operating Budget Page | Last Budget Action (Date, Ord. No.) |
|---------------|---------------|----------------------|----------------------------|--------------------------|--|--|
| 401 | NEW | Food and Necessities | \$15,000,000 | \$1,137,784 | N/A | N/A |

* Contingent upon City Council approval of Item 3.3, Approval of Various Budget Actions for Fiscal Year 2019-2020, on the City Council agenda for June 23, 2020.

¹ MBA #6: <https://www.sanjoseca.gov/home/showdocument?id=59558>

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CEQA

Not a Project, File No. PP17-008, General Procedure and Policy Making resulting in no changes to the physical environment.

/s/

ANGEL RÍOS, JR.

Deputy City Manager, City Manager's Office

For questions, please contact Angel Ríos, Deputy City Manager, at (408) 793-5553.