

THE FOOD MOBILE

The Food Mobile Agreement

Food Mobile Name: Southside Library - SFE Public Library

Food Mobile Address: 6599 Jaguar Drive

City, State, and Zip: Santa Fe, NM 87507

Community Partner: Santa Fe Public Library

Phone #: (505) 955-2820 Fax #: N/A

Website: SantafeLibrary.org

Sponsoring Community Partner's Site Director/Main Contact -

Name: Anna Kongs Title: Librarian
Phone #: (505) 955-2823 Email Address: ackongs@santafenm.gov

Additional Contact Person(s) -

Name: Maria Sanchez Tucker Title: Library Director
Phone #: (505) 955-2820 Email Address: metucker@santafenm.gov

Name: Kristen Sundval Title: Program Manager
Phone #: (505) 955-2817 Email Address: ksundval1@santafenm.gov

Name: _____ Title: _____

Phone #: _____ Email Address: _____

Identified & agreed upon monthly day(s) of Food Mobile events: 4th Tuesday of
the month, beginning 10/26/21.

Identified & agreed upon timeframe of Food Mobile events: 10:00 am - 11:30 am

Anticipated number of individuals and households served per Food Mobile distribution: 60 - 100
people.

Does The Food Depot have your expressed permission to refer clients in need of food to this Food Mobile distribution location (if applicable)? Yes ☒ No ☐

If NO, please explain: _____

Food Mobile Partnership Expectations

The Food Depot will:

- Help identify precise parking location of the Food Mobile
- Facilitate all planning and coordination of Food Mobile distributions
- Communicate clearly and in a timely manner, particularly around any changes in scheduling of distributions
- Provide 3-6 Food Depot staff members and 2-6 Food Depot volunteers to run each event
- Provide all related food product and necessary supplies, including flyers and posters
- Clearly outline Food Mobile guidelines and other program operation details
- Provide food assistance without regards to race, color, sex, age, religion, national origin, ancestry, handicap, sexual orientation, and/or veteran status.
- To not impose a charge or require any donation in order for clients to receive food

Community Partners are asked to:

- Assist in identifying precise parking location of the Food Mobile
- Allocate physical space for the Food Mobile at least a half hour before, one and a half hours during, and at least half an hour after each distribution
- Be responsive and communicate clearly and in a timely manner, particularly around scheduling conflicts
- Assist in promoting Food Mobile events, including displaying posters and helping circulate flyers
- Update The Food Depot with any personnel changes and provide current contact information for appropriate staff members
- Not use Food Depot products for fundraisers or any other activities held by the site

Please note, the association between The Food Depot and the Community Partner is voluntary. Either The Food Depot or the Community Partner may terminate this association at any time.

By my signature, I certify that our organization and/or business agrees to participate as described above. I further certify that I have read and understand all of this agreement and agree to abide by the terms and intent of this agreement as a Food Mobile Community Partner of The Food Depot.

Maria E. Tucker

Signature of Site Director/Main Contact

10/20/21

Date

Maria E. Tucker

Printed Name and Title

Leanna McClure

Signature of Food Depot Staff

10/8/21

Date

Leanna McClure

Printed Name and Title

Key Contacts:

For Food Mobile Program Scheduling and Coordination:

- Billie Secular, Program Coordinator, at bsecular@thefooddepot.org or (505) 471-1633 x111

For Food Mobile Concerns and Expansion:

- Leanna McClure, Program Manager, at lmccclure@thefooddepot.org or (505) 471-1633 x120 (cell (505) 570-9007)

For Transportation and Food Quality Issues:

- Scott Alexander, Director of Warehouse Operations, at salexander@thefooddepot.org or (505) 471-1633 x114

For Food Mobile Volunteering:

- Steven Bolin, Volunteer Manager, at sbolin@thefooddepot.org or (505) 471-1633 x115

CITY OF SANTA FE:

Jarel LaPan Hill

Jarel LaPan Hill (Oct 21, 2021 09:47 MDT)

JAREL LAPAN HILL, CITY MANAGER

DATE: Oct 21, 2021

ATTEST:

Kristine Bustos Mihlecic

KRISTINE BUSTOS MIHLECIC, CITY CLERK XIV

CITY ATTORNEY'S OFFICE:

Marcos Martinez

Marcos Martinez (Oct 20, 2021 10:04 MDT)

SENIOR ASSISTANT CITY ATTORNEY