




BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Probation Department
Department No.: 022
For Agenda Of: July 7, 2009
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department 
Director(s) Patricia J. Stewart, Chief Probation Officer
Contact Info: Beverly A. Taylor, Deputy Chief Probation Officer, 739-8603

SUBJECT: Contract for laundry service at the Susan J. Gionfriddo Juvenile Justice Center, Santa Maria Juvenile Hall (SMJH), and at the Los Prietos Boys Camp and Los Prietos Boys Academy (LPBC/LPBA).

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- A. Approve and execute the attached contract with American Cleaners and Laundry Inc. to provide laundry services at the Santa Maria Juvenile Hall (SMJH), Los Prietos Boys Camp and Los Prietos Boys Academy (LPBC/LPBA) for Fiscal Year (FY) 2009-10, with a not to exceed amount of \$160,000.
- B. Authorize the Chief Probation Officer to approve amendments to the contract provided that the amendments do not exceed ten percent (10%) of the contract dollar amount.

Summary Text:

American Cleaners and Laundry Inc. has provided laundry services to the SMJH since FY 2007-08 and to the LPBC/LPBA since FY 2008-09. Approving this contract will continue the deliverance of these services through FY 2009-10.

Background:

The Probation Department houses up to 120 detainees on a daily basis at the SMJH and up to 85 wards at the LPBC/LPBA. Probation is responsible for providing personal clothing and footwear to the youth who are admitted to the facilities under Probation’s care and custody. Pursuant to the Corrections Standards Authority’s (CSA) Minimum Standards outlined in Title 15, beginning in Article 10, Probation shall ensure that clothing is clean, reasonably fitted, durable, easily laundered, and in good repair. Clothing shall consist of, but is not limited to, socks and serviceable footwear, outer garments, and undergarments that are freshly laundered and free of stains, including shorts and tee shirts for males, and bra and panties for females. At LPBC/LPBA, Probation issues additional clothing essential for wards to perform special work assignments. Outer garments are exchanged once per week, whereas undergarments and socks are exchanged daily. Additionally, the Standards require that there shall be a quantity of clothing, bedding, and linen available for actual and replacement needs of the facility population. Each detainee/ward also receives one pillow and pillow case, two sheets, a towel, and one to two blankets depending upon climatic conditions. By accepted policy, linens are laundered weekly and blankets once per month.

In 2008, there were 2,515 admissions to the SMJH (countywide numbers), with an average length of stay that varies from 5 to 17 days. Given the bed turnover at the SMJH, the requirement to launder clothing, linens, and blankets will exceed the state guidelines outlined above. In the same time period, there were 169 youth committed to the LPBC/LPBA. Although the number of bed turnovers in the Camp programs are minimal compared to SMJH, the occasional removals will account for additional laundry usage.

The SMJH has only limited laundry facilities for the laundering of undergarments, and for basic housekeeping. Water usage restrictions at the Camp preclude in-house laundry services. A contract for large scale institutional laundry services is necessary to comply with CSA Standards.

Performance Measure:

Contractor shall complete inventory control sheet to maintain quality/quantity control.

Fiscal and Facilities Impacts:

Budgeted: Yes **Fiscal Analysis:**

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$160,000	\$160,000	
State			
Federal			
Fees			
Other:			
Total	\$160,000	\$160,000	\$ -

Narrative:

Funds for this contract are included in the Probation Department’s FY 2009-10 adopted budget. Executing the contract will not increase the General Fund contribution to the Probation Department.

Staffing Impacts:

Legal Positions:

0

FTEs:

0

Special Instructions:

Please send three (2) fully executed originals of the contract and one (1) Minute Order to:
Michael Cameron, Probation Department, 117 East Carrillo Street, Santa Barbara, CA 93101

Attachments:

Attachment A: Probation Department Mandates

Attachment B: American Cleaners and Laundry Contract (3 originals)

Authored by:

Beverly A. Taylor, Deputy Chief Probation Officer

cc: American Cleaners and Laundry

PROBATION DEPARTMENT MANDATES

GENERAL

131.5CCP; 830.5 PC; 1202.7 PC; 273a(c) (3) (A) and 273d(c) (3) (A) PC
1203.097(c) PC; 1203.098 PC; 1203.097 (c) (1) PC; 1203.097 (C) PC
13010-13014 PC; 6035 PC13020 PC; 3300 G C; 1020-1031.5 GC

CIVIL

1513 Probate Code; 1513.1 Probate Code; 1826 Probate Code; 1851 Probate Code
1851.5 Probate Code; 7800FLC;7801 FLC; 7803 FLC;7804 FLC; 7805 FLC; 7807 FLC;
7808 FLC; 7810 FLC; 9001

PROBATION DEPARTMENT MANDATES

Juvenile Division

A. Administrative Responsibility/Notification

1203.74 PC; 270 WIC

B. Juvenile Intake

601; 601.2; 601.3;602; 627.5; 628 WIC; 628.1 WIC; 630 WIC;631 WIC;
632 WIC; 652 WIC;652.5 WIC;653 WIC ;676.5 WIC; 777WIC;778 WIC;
1404-1405 Juvenile Court Rules

C. Juvenile Investigations

200 WIC; 280 WIC; 281 WIC; 281.5 WIC; 361.2 WIC; 635 WIC; 636 WIC;
652 WIC; 653.5 WIC; 656.2 WIC; 636.1 WIC; 706 WIC; 706.5 WIC; 706.6 WIC;
707 WIC; 727.1 WIC; 727.4 WIC; 742 WIC; 781 WIC;
1499 Juvenile Court Rules Sealing Records

D. Juvenile Supervision

241.1 WIC; 366.23 WIC; 366.26 WIC; 625 WIC; 625.3 WIC; 641 WIC; 654 WIC
654.1 WIC; 654.2 WIC; 654.3 WIC; 654.4 WIC; 654.6 WIC; 655 WIC; 725 WIC
727 WIC; 727.1 WIC; 727.2 WIC; 727.3 WIC; 727.31 WIC; 727.4 WIC; 727.4 (d) (4) WIC
727.6 WIC; 729 Et Esq. WIC; 729.3 WIC; 729.7 WIC; 729.8 WIC; 729.9 WIC; 730 WIC
730.6 WIC; 730.7 WIC; 730.8 WIC; 737 WIC; 738 WIC; 740 WIC; 740.1 WIC; 742.16 WIC
790 WIC; 793 WIC; 794 WIC; 795 WIC; 841 WIC; 1300 ET Esq. WIC; 1502.4 (a)(1) H&S
4096 WIC; 5600.3 WIC; 11400 WIC; 11401 WIC; 11402 WIC; 11404 WIC; 10553.1 WIC
11404.1 WIC; 11462.01(2) (C) WIC; 295(i) (2) and 298 (b) (4) PC; 296.1 (a) (3) (A) PC

PROBATION DEPARTMENT MANDATES

Institutions Division

A. Juvenile Hall

Title 15, Division 1 or Chapter 1 Standards Corrections Authority (formerly the Board of Corrections), Subchapter 5
Minimum Standards for Juvenile Facilities

210 WIC; 850 WIC

B. Home Supervision

628.1; 840 WIC

C. Boys' Camp

Title 15, Division 1 or Chapter 1 Standards Corrections Authority (formerly the Board of Corrections), Subchapter 5
Minimum Standards for Juvenile Facilities

881 WIC; 885 WIC

D. Counseling and Education Centers

654 (c) WIC

E. Non-Secure Detention

210.1 WIC; 601 WIC; 626 WIC;

F. Medical Care Juveniles

369 WIC; 739 WIC

G. Separate Categories

284 WIC; 285 WIC; 656.2 WIC; 704 WIC; 729.7 WIC; 742 WIC; 742.20 WIC; 749.22 WIC; 749.23 WIC; 751 WIC; 826
WIC; 826.5 (a) WIC; 826.6 WIC; 827WIC; 48321 ED CODE; 56026 ED CODE; 56325 ED CODE;

PROBATION DEPARTMENT MANDATES

Adult Division

A. ADULT INVESTIGATION:

1000.5PC; 1001.20 PC to 1001.34 PC; 1001.70 PC to 1001.90 PC; 1191 PC; 1191.1 PC;
1191.2 PC; 1191.3 PC; 1202.4 PC; 1202.4(f) (3) PC; 1202.42PC; 1203 PC; 1203a PC; 1203c PC
1203d PC; 1203.9 PC; 1203.10 PC; 1203.097(b) (3) PC; 1203.097(b) (4) PC; 1210.1 PC; 4.310 Judicial Rule; 4.411(a) (b) (c)
(d) Judicial Rule; 4.411.5 Judicial Rule

B. ADULT SUPERVISION:

290(c) (1) PC; 290.4 PC; 295(i) (2) PC; 298 (b) (4) PC; 296.1 (a) (3) (A) PC; 296.1 (a) (5) (A) PC;
298(b) (3) PC; 457.1 (e) PC; 1202.7 PC; 1202.8 PC; 1203.02 PC; 1203.016 PC; 1203.044 PC;
1203.044(h) PC; 1203.045 PC; 1203.047 PC; 1203.055 PC; 1203.055(f) PC; 1203.066 PC;
1203.067 PC; 1203.076 PC; 1203.097 PC; 1203.1 PC; 1203.1(b) PC; 1203.1bb PC; 1203.1(d)
1203.1(h) PC; 1203.1ab PC; 1203.1b (a) PC; 1203.1e PC; 1203.1g PC; 1203.1k PC; 1203.2 PC;
1203.2(a) PC; 1203.3 PC; 1203.4 PC; 1203.7 PC; 1203.9 (a) PC; 1203.9 (b) PC; 1203.10PC; 1203.12 PC; 1203.13 PC; 1389.6
PC; 1203.95 PC; 3075 PC to 3076 PC;
11180 PC and 11181 PC; 13020 PC