



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: General Services/  
Probation  
Department No.: 063(GS)/022(Probation)  
For Agenda Of: May 8, 2012  
Placement: Administrative  
Estimated Tme: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors  
**FROM:** Department Director Bob Nisbet, Director of General Services, 560-1011  
Beverly Taylor, Chief Probation Officer, 882-3652  
Contact Info: Dean Farrah, Probation Manager, 692-1751  
**SUBJECT: Probation Vocational Print Shop – Establish the Program and Transfer the Space and Reprographic Division Assets from the General Services Department to the Probation Department**

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**County Counsel Concurrence**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:**

As to form:

**Recommended Actions:**

That the Board of Supervisors:

- a) Officially approve the Probation Vocational Print Shop Program; and
- b) Adopt the attached Budget Revision that transfers the assets and supplies inventory from the Reprographics Internal Service Fund to the Probation Department; and
- c) Close the Reprographics Internal Service Fund effective June 30, 2012.

**Summary Text:**

Effective July 1, 2011, the General Services Department shut down the reprographics print shop that operated in the basement of the County Administration Building. Seven employees were displaced by this action and were either laid off, or moved to positions elsewhere in the County. This print shop operated as an Internal Service Fund and the revenue generated by providing services to County Departments was intended to cover the expenses of operating the shop. Over the past 5 years, with technology allowing the ability for departments to produce copies, color graphics, and professional bound documents more easily—coupled with increased labor expenses as compared to the private sector print and copy industry—the operation of the shop proved to not be sustainable.

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Fortunately, around the same time the shop was being closed, the Probation Department proposed the idea of using the shop as vocational program for the Los Prietos Boys Camp wards. The purpose of the program is to run a traditional printing training program for youth in the Los Prietos Boys Camp/Academy and adults in the Probation Report and Resource Center which will provide vocational skills and be expanded to offset Probation and Santa Barbara County Departments’ basic print needs.

The program was initiated as a “pilot program” beginning in January 2012.

**Background:**

Upon the recommendation of then Chief Probation Officer Patricia Stewart, in August 2011, the Los Prietos Boys Camp and Academy programs Administrative team began review of the potential implementation of a vocational training program operated out of the former General Services Reprographics Division. Early planning involved the evaluation of the site relative to safety and effective instruction, selection of program staff to facilitate training and supervision of the wards, selection criteria for participating wards, and development of training curriculum. Further efforts to secure maintenance contracts, identify a General Services staff to provide technical assistance, complete a site inventory, conduct clean-up and organization of the space, install safety equipment, identify Information Technology needs, and establish fiscal protocol continued through January of 2012.

On January 18, 2012, six wards from the Los Prietos Boys Camp and Academy programs were the first youth to participate in the program. Under the supervision of Juvenile Institutions Officer, Jon Vittone, and with technical assistance from Armando Guerra of General Services, the boys then learn the operation of equipment and processing of jobs. More importantly, they are introduced to the basics of operating a successful business, reviewing the business model, maintaining inventory controls, budget analysis, and customer service. The participating youth developed the name and logo for what is now the Los Prietos Business Center.

Youth satisfactorily completing their vocational training as demonstrated through mastery of multiple tasks and assignments, are awarded a Certificate of Training for use in seeking employment when back in the community.

**Fiscal and Facilities Impacts:** Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
Federal			
Fees:			
Other:	\$ 39,220.00	\$ 83,864.00	\$ 8,800.00
Total	\$ 39,220.00	\$ 83,864.00	\$ 8,800.00

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**Narrative:**

The FY2011-12 cost of the program will be funded through revenue generated by providing service and Los Prietos Boys Camp and Academy discretionary funds. The goal is for the program to generate revenues in excess of expenses in FY 2012-13. Any net revenue generated by the program will be returned to the Discretionary Fund. A portion of the net revenue will be utilized to pay victim restitution owed by the wards who participate in the program. There will be no impact to the General Fund Contribution as a result of this transfer.

**Attachment:**

Budget Revision