



**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 No.:** 022  
**For Agenda Of:** 12/2/14  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

---

**TO:** Board of Supervisors

**FROM:** Department Name & Phone Beverly A. Taylor, Chief Probation Officer,  
Director(s) (805)882-3672  
Contact Info: Name & Phone Lee A. Bethel, Deputy Chief Probation  
Officer, (805)882-3675

**SUBJECT:** First amended agreement to provide lunch meals at the Santa Maria Juvenile Hall  
and the Santa Barbara Alternative Report and Resource Center

---

**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form: No

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Approve and authorize the Chair to execute the attached First Amended Agreement for Services of Independent Contractor with Community Action Commission (CAC) to provide lunch meals at the Santa Maria Juvenile Hall (SMJH) and the Santa Barbara Alternative Report and Resource Center (SB ARRC) for Fiscal Year (FY) 2014-15, with a total contract amount not to exceed \$240,170 (Attachment A); and
- B. Determine that the approval of the Agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that this activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that this activity may have a significant effect on the environment, the activity is not subject to CEQA, and direct staff to file a Notice of Exemption (Attachment B).

**Summary Text:** Community Action Commission (CAC) has provided lunch meals to the SMJH under the current bid since FY 2007-08, and to the SB ARRC since FY 2013-2014. Approving the attached First Amended Agreement would continue services through FY 2014-15 at an increased per meal cost from FY 2013-14. The cost would increase from \$4.30 per meal to \$4.70 per meal, increasing the contract amount by \$20,440 to a total contract amount of \$240,170.

This is the first amended agreement to the one approved by the Board on June 17, 2014. The agreement that was approved then reflected a total amount of \$255,500 based on a \$5.00 per meal price. The \$5.00 per meal price was an initial proposed amount which was not agreed upon during negotiations. Rather, a per meal price of \$4.70 was agreed upon by the County and vendor during those negotiations. However, a draft version of the agreement containing the \$5.00 per meal price and a total agreement amount of \$255,500, was erroneously forwarded to parties resulting in the incorrect agreement being approved by the Board on June 17, 2014. The correction to a total agreement amount of \$240,170 reduces the previously approved total agreement amount by \$15,330.

**Background:**

Since FY 2007-08, CAC has provided lunch meals to the SMJH and since FY 2013-14 to the SB ARRC. The SMJH houses approximately 60 juvenile offenders on a daily basis and is responsible for the health and welfare of youth detained there, including the provision of meals. Breakfasts are prepared by Food Services Workers employed by the Probation Department. Dinner meals are prepared under contract with Vocational Training Center. The attached Agreement ensures that the County only pays for those meals ordered on a daily basis by Probation staff. It allows for a maximum of 125 meals and a minimum of 75 meals per day for the SMJH, and a maximum of 15 meals and a minimum of zero for the SB ARRC.

**Performance Measure:**

School meals must provide one-third of the Recommended Dietary Allowances (RDA) for protein, calcium, iron, vitamin A, and vitamin C.

Meals are to contain no more than 30% of calories from total fat and 10% of calories from saturated fat.

The dinner and lunch meals, in combination with the breakfast meal, shall not exceed the daily minimum caloric and nutrition standards set forth in the Minimum Standards for Juvenile Facilities by Subchapter 5 of Chapter 1 of Division 1 of the Title 15 of the California Code of Regulations, including Article 9 and specifically Section 1461.

Contractor must maintain menu, food production and temperature records which demonstrate that the required food components, food items, or menu items are served each given day.

Meals shall be delivered to the SMJH and SB ARRC and at the times specified in the Agreement.

**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	\$240,170		
State			
Federal			
Fees			
Other:			
Total	\$ 240,170.00	\$ -	\$ -

Narrative: Funds for this Agreement are included in the Probation Department's FY 2014-15 adopted budget. Executing the Agreement will not increase the general fund contribution to the Probation Department.

**Key Contract Risks:**

The risk analysis has been completed and no key contract risks have been identified.

**Staffing Impacts:**

**Legal Positions:**

0

**FTEs:**

0

**Special Instructions:**

Please send two (2) fully executed originals of the contracts and one (1) minute order to:  
Michael Cameron, Probation Department, 117 East Carrillo Street, Santa Barbara, CA 93101

**Attachments:**

Attachment A: CAC Agreement for Services of Independent Contractor (2 originals)  
Attachment B: CEQA NOE

**Authored by:**

Brian Swanson, Probation Manager

**cc:** CAC

## ATTACHMENT B

### NOTICE OF EXEMPTION

TO: Santa Barbara County Clerk of the Board of Supervisors

FROM: Beverly A. Taylor, Chief Probation Officer

The project or activity identified below is determined to be exempt from further environmental review requirements of the California Environmental Quality Act (CEQA) of 1970 as defined in the State and County guidelines for the implementation of CEQA.

**APN(s):** N/A

**Case No.:** N/A

**Location:** Santa Barbara County

**Project Title:** Contract to provide lunch meals at the Santa Maria Juvenile Hall and the Santa Barbara Alternative Report and Resource Center

**Project Description:**

**Exempt Status:** (Check one)

- ☐ Ministerial
- ☐ Statutory
- ☐ Categorical Exemption
- ☐ Emergency Project
- ☐ Not a Project: Section \_\_\_\_\_
- ☒ Other: No Possibility of Significant Effect

**Cite specific CEQA Guideline Section:** Section 15061(b)(3): This activity is covered by the general rule that CEQA only applies to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

**Reasons to support exemption findings:** The Agreement for Services of Independent Contractor is for the provision of lunch meals to the youth housed in the Santa Maria Juvenile Hall and the Santa Barbara Alternative Report and Resource Center under State and Federal guidelines for school meals. Therefore, it can be seen with certainty that there is no possibility that this project may have a significant effect on the environment and is not subject to CEQA.

Lee A. Bethel

Department/Division Representative

Date

Acceptance Date (date of final action on project): \_\_\_\_\_

Date Filed by County Clerk: \_\_\_\_\_

