



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: December 15, 2015  
Placement: Administrative  
Estimated Time: N/A  
Continued Item: No  
If Yes, date from: N/A  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** Department Guadalupe Rabago, Chief Probation Officer  
Director(s) (805) 882-3656  
Contact Info: Wendy J. Stanley, Probation Manager  
(805) 934-6273

**SUBJECT:** Approval of Agreement for Services with VTC Enterprises for Meals at the Santa Maria Juvenile Hall from December 1, 2015 – June 30, 2017

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Approve and execute the attached contract with VTC Enterprises to provide meals at the Santa Maria Juvenile Hall (SMJH) for the period of December 1, 2015 through June 30, 2017, with a not to exceed amount of \$625,889.
- 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:**

VTC has provided dinner meals to the SMJH under the current bid since FY 2007-08. Approving the attached contract would continue dinner and add lunch meal services through FY16-17.

**Background:**

The SMJH has a board rated capacity of 140 youth and is responsible for the health and welfare of youth detained there, including the provision of meals. Over the first five months of this current fiscal year the average daily population was 68 youth, with a high population of 81 and low of 47. Breakfasts are prepared by Food Services Workers employed by the Probation Department and lunch and dinner meals are prepared by contracted vendors.

A Request for Proposal (RFP) was issued by County Purchasing and the attached contract was developed following a competitive bid process. The attached contract insures that the Probation Department only pays for those meals ordered on a daily basis by SMJH staff. It allows for a minimum number of 50 meals and a maximum of 125 meals per day through an efficient tiered pricing model. The tiered system allows the County to benefit from current population trends in the SMJH while accommodating the potential reduction in the number of youths housed in the SMJH.

**Performance Measure:**

The dinner and lunch meals, in combination with the breakfast meal, shall not exceed the daily minimum caloric and nutrition standards set forth by the Title 15 of the California Code of Regulations, Article 9, Minimum Standards for Juvenile Facilities, Section 1461. Meals are to contain no more than 30% of calories from total fat and 10% of calories from saturated fat.

Additionally, 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 location and at the times specified in the contract.

**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	\$ 185,130.50	\$ 185,130.50	
State			
Federal	\$ 127,814.00	\$ 127,814.00	
Fees			
Other:			
Total	\$ 312,944.50	\$ 312,944.50	

Narrative: Funds for this contract are included in the Probation Department's FY2015-16 adopted budget and will be accounted for in the FY2016-17 proposed budget. Executing the contract will not increase the general revenue to the Probation Department. Federal funds are used for a portion of this contract to reimburse for weekday lunch meals through the School Lunch program.

**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 original of the contract and one (1) minute order to:  
Michael Cameron, Probation Department, 117 East Carrillo Street, Santa Barbara, CA 93101

**Attachments:**

Attachment A: VTC Contract

Attachment B: CEQA Notice of Exemption

**Authored by:**

Wendy J. Stanley, Probation Manager

**cc:** VTC