

Agenda Report

September 21, 2015

TO: Honorable Mayor and City Council

FROM: Pasadena Police Department

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT TO PROVIDE INMATE MEALS FOR THE PASADENA CITY JAIL

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) as defined in Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project;
2. Authorize the issuance of a three-year purchase order contract with the Los Angeles County Sheriff's Department, without competitive bidding pursuant to City Charter Section 1002(H), contracts with other governmental entities or their contractors for labor, materials, supplies or services in an amount not to exceed \$35,000 annually for inmate meals for the Pasadena City Jail;
3. Grant the proposed contract an exemption from the competitive selection process of the Competitive Bidding and Purchasing Ordinance, pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served; and
4. Authorize the City Manager to extend the agreement for up to two additional three-year periods without further City Council approval.

BACKGROUND:

The Pasadena City Jail books, houses and provides meals to approximately 5,000 inmates annually. Title 15 of the California Code of Regulations, "Minimum Standards for Local Detention Facilities," requires that each inmate be provided at least three meals a day that meet the nutritional and caloric requirements established by the Food and Nutrition Board of the National Research Council.

In 2009, the Los Angeles County Sheriff's Department, who had been providing inmate food services to all Los Angeles County jails, substations and court facilities, began offering it's inmate meal services to local City jails.

Since 2011, the City of Pasadena has contracted with the Los Angeles County Sheriff's Department to provide inmate meal services that meet nutritional requirements in keeping with Title 15 of the California Code of Regulations, "Minimum Standards for Local Detention Facilities", and complies with standards set forth by the Institute of Medicine of the National Academies, the California Daily Food Guide, and Dietary Guidelines for Americans.

The service continues to benefit the City of Pasadena jail facility as the Los Angeles County Sheriff's Department employs a licensed dietician to ensure that pre-packaged meals provide the nutritional and caloric guidelines required by law. The service allows the jail administrator to pre-select menu items, advance plan for quantity of meal orders, schedule deliveries and secure a price per meal rate for up to three years. The service can also be called upon to facilitate emergency meals for City employees during crisis/disaster events. The food service program has routinely passed stringent Board of State and Community Corrections inspections.

As proposed, the Los Angeles County Sheriff's Department will prepare and deliver pre-packaged meals each week at a cost of \$2.41 per meal for a period of 3 years. These meals are all-inclusive, consisting of milk, fruit and plastic ware for each meal. The meals will include one cold and two hot meals per day. The current contract expired August 16, 2015; however, the Sheriff's Department continues to provide food services anticipating Council approval of the proposed contract. Although the annual not to exceed amount of the proposed purchase order contract is \$35,000, in light of a three year authorization request, it was determined that City Council authorization would be appropriate.

The meal service program has proven to be reliable since 2011, and it would be in the City's best interests to enter into a Purchase Order Contract with the Los Angeles County Sheriff's Department to provide inmate meals for the Pasadena City Jail.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council's Strategic Planning Goal to maintain fiscal responsibility and ensure public safety.

ENVIRONMENTAL ANALYSIS:

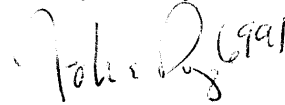
The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The provision of food service to the City Jail is continuing administrative activity (i.e., purchases for supplies) that would not cause either a direct physical change in the environment or a reasonably foreseeable

indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The cost of this action will not exceed \$35,000 annually over the term of the contract. In FY 2013 \$23,212.35 was expended, in FY 2014 \$21,204.92 was expended, and in FY 2015, \$21,095.62 was expended. Funding for this action will be addressed by the utilization of existing budgeted appropriations in account number 10132022-811400 (Strategic Services Division: Jail Section). There are no indirect and support costs associated with this contract, nor are any additional FTEs required to support this contract.

Respectfully submitted,



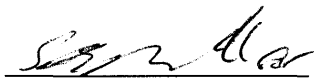
FOR PHILLIP L. SANCHEZ
Chief of Police

Prepared by:



Michelle Mercier Robinson
Police Administrator

Approved by:



MICHAEL J. BECK
City Manager