



**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: County Executive
Office
Department No.: 012/063
For Agenda Of: January 14, 2014
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: CEO Mona Miyasato, County Executive Officer, (805)568-3400
General Services Matthew P. Pontes, Director General Services (805) 560-1011
Contact Info: Dennis Bozanich, Assistant to the CEO (805) 692-1742
Greg Chanis, Assistant Director, General Services (805) 568-3096
SUBJECT: Sheriff – Coroner Bureau Facility Ventilation System; Second District

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence:

As to form: Risk Management

Recommended Actions:

That the Board of Supervisors:

- a) Receive and file the attached “Ventilation Study” related to findings 3a and 3b of the Santa Barbara Civil Grand Jury Report titled, *Sheriff-Coroner’s Bureau: The Manner of Death-A Final Diagnosis*;
- b) Direct staff to include the study’s recommended project scope and associated costs for consideration in the development of the County of Santa Barbara Fiscal Year 14-15 Budget;
- c) Authorize the Chair to sign the letter included as Attachment A and direct staff to submit the letter to the Presiding Judge; and
- d) Determine that the proposed actions are administrative activities that will not result in physical changes to the environment and are therefore not a project subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15378.

Summary Text:

On September 3, 2013, the Board submitted a response to a Grand Jury Report related to the Sheriff – Coroner Bureau facility. Pursuant to that response, a study of the ventilation system at the facility was conducted. This action asks the Board to accept the study report, directs staff to consider report recommendations in the Fiscal Year 2014-2015 budget development process and forward a letter to the presiding Judge regarding this action.

Background:

On June 21, 2013, the Civil Grand Jury released a report entitled *Sheriff-Coroner's Bureau: The Manner of Death-A Final Diagnosis* (Attachment B). Findings 3a and 3b of the report concluded that certain elements related to the ventilation system of the Bureau's physical facility were in need of significant improvements. These findings specifically read as follows:

Finding 3a

The presence of lingering noxious odors in the Coroner's Bureau indicates that the existing ventilation system is not adequate.

Finding 3b

A code compliant ventilation system is necessary to control and prevent the potential of infectious agents affecting the health of Bureau staff and the public.

The report also included recommendations related to the findings, which read as follows:

Recommendation 3a

That the Santa Barbara County Board of Supervisors allocate the funds to retain a mechanical engineering firm to study and make design recommendations for the Coroner facility ventilation system.

Recommendation 3b

That the Santa Barbara County Board of Supervisors allocates the funds to implement the design recommendations for the ventilation system in the Coroner's facility

On September 3, 2013, your Board approved a response to the Grand Jury Report (Attachment C) which committed the County to retain a mechanical engineering firm to conduct a study of the Coroner's facilities ventilation system and make recommendations based on the findings. General Services subsequently contracted with Mechanical Engineering Consultants, Inc. (MEC) to complete this scope of work. On October 28, 2013, MEC provided General Services with the completed study (Attachment D), which includes numerous recommendations for improvements to the existing ventilation system. The estimated cost for completing all the recommended improvements is \$101,000.00, with no funding source identified to complete the work at the present time.

Staff recommendation is for your Board to accept the MEC report and direct staff to include the recommendations contained in the report for consideration in the upcoming budget development process for Fiscal Year 2014-2015. Additionally, this recommended scope will be assessed with all the other deferred maintenance needs as outlined in the upcoming Facility Condition Assessment Study.

Fiscal and Facilities Impacts:

The cost of the study conducted by MEC, Inc. totaled \$3,300.00 and was paid for out of the allocation your Board approved for General Services in the Fiscal Year 2013-2014 Budget.

Attachments:

1. Letter to Judge Garcia (Attachment A)
2. Grand Jury Report (Attachment B)
3. County Response (Attachment C)
4. MEC Study (Attachment D)

Authored By:

Greg Chanis, Assistant Director General Services, Support Services Division

Cc: Sheriff Bill Brown