



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:** Public Health  
**Department No.:** 041  
**For Agenda Of:** June 6, 2017  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Carrie Topliffe, Interim Director  
Director(s) Public Health Department  
Contact Info: Lawrence Fay, Jr. Environmental Health Director (346-8463)  
**SUBJECT:** Second Amendment to MGT of America Professional Services Agreement

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors consider the following recommendations:

- a) Approve, ratify and authorize the Chair to execute a Second Amendment to the Agreement with MGT of America, Inc. that extends the contract period from July 1, 2017 through June 30, 2018 for continued consulting services to provide a user fee study for the Public Health Department's Environmental Health Services (Attachment A).
- b) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA Guidelines and direct staff to file the Notice of Exemption (Attachment D).

**Summary Text:**

This item is on the agenda to authorize the Chair to execute a Second Amendment to extend the term of the contract with MGT of America, Inc., to provide activity-based cost analyses of fees for the Public Health Department's Environmental Health Services (EHS).

**Background:**

The Board approved a contract with MGT of America for \$34,225 for a user fee study in November 2015 (Attachment C), and a First Amendment for continued consulting services in July 2016 (Attachment B). MGT of America began a cost analysis of fee-for-service activities specific to plan reviews, inspections, and other regulatory and permitting services provided by EHS. To date, MGT of

America has completed about two thirds of the analysis and has been paid \$20,535. Amending the contract end date from June 2017 to June 2018 will allow MGT of America to complete the analysis.

**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			
State			
Federal			
Fees			
Other:	\$ 10,268.00		\$ 34,225.00
Total	\$ 10,268.00	\$ -	\$ 34,225.00

Executing the Second amendment to the MGT America, Inc. contract will extend the end date to June 30, 2018 and will allow for the continuation of the Environmental Health Services fee study and analysis. A final budget adjustment will be submitted to include the remainder of the contract, \$13,690, in the FY 2017-2018 budget.

Cost per fiscal year:

- FY 2015-2016 = \$10,267
- FY 2016-2017 = \$10,268
- FY 2017-2018 = \$13,690
- \$34,225

**Key Contract Risks:**

This agreement was assessed to be in a low risk category due to the following components:

- MGT has demonstrated performance with other Santa Barbara County departments and many other California counties;
- MGT is a long standing business concern; and,
- MGT will not be handling any personal health information or data of a confidential or protected nature.

The Public Health Department will continue to monitor this contract for any risks in compliance with county policy.

**Special Instructions:** Please execute two (2) original Second Amendments to the Agreement with MGT of America, Inc. and retain one (1) original Amendment and one (1) Minute Order for pick-up by the department. Please email [phdcu@sbcphd.org](mailto:phdcu@sbcphd.org) when available for pickup.

**Attachments:**

- A. Second Amendment to the MGT of America Agreement
- B. First Amendment to the MGT of America Agreement

First Amendment to MGT of America Agreement  
Agenda Date: June 6, 2017  
Page 3 of 3

- C. MGT of America Agreement
- D. Notice of Exemption

**Authored by:**

Stacy Covarrubias, Cost Analyst II