



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:** July 12, 2016  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

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**TO:** Board of Supervisors  
**FROM:** Department Takashi Wada, MD, MPH, Public Health Department Director &  
Director(s) Deputy Health Officer  
Contact Info: Lawrence Fay, Jr. Environmental Health Director (346-8463)  
**SUBJECT:** 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

**Auditor-Controller Concurrence**

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 First Amendment to the Agreement with MGT of America, Inc. for continued consulting services to provide a user fee study for the Public Health Department's Environmental Health Services for the period of July 1, 2016 through June 30, 2017 (Attachment A).
- b) Approve the attached Budget Revision Request No. 0004556 to establish appropriations of \$23,957 in the Public Health Department's Environmental Health Services General Fund Professional Services line item funded by a release of restricted fund balance for the one-time purchase of consulting services. (Attachment C).
- c) 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 First Amendment to extend the term with MGT of America, Inc., to provide activity-based cost analyses of fees for the Public Health Department's Environmental Health Services (EHS).

**Background:**

In November 2015, your Board approved a contract with MGT for \$34,225 for a user fee study (Attachment B). MGT 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 has completed about one third of the analysis and has been paid \$10,268. Amending the contract end date from June 2016 to June 2017 will allow MGT to complete the analysis. The \$23,957 budget revision request will establish the appropriation in FY 16-17 to complete the analysis.

**Fiscal and Facilities Impacts:**

Budgeted: No

**Fiscal Analysis:**

Federal Fees					
Other:	\$	23,957.00			
Total	\$	23,957.00	\$	-	\$ -

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This budget revision will amend the Fiscal Year 2016-17 Adopted Budget to add services and supplies appropriation funded by a release of restricted fund balance in the amount of \$23,957 in the Public Health General Fund for the continuation of a contract with MGT of America, Inc. for an Environmental Health Services fee study and analysis. The current contract end date is also amended to June 30, 2017 to complete the analysis.

**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.

**Staffing Impacts:**

**Legal Positions:**  
0

**FTEs:**  
0

**Special Instructions:** Please execute two (2) original Agreements with MGT of America, Inc. and retain one (1) original Agreement 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. First Amendment to the MGT of America Agreement

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- B. MGT of America Agreement
- C. Budget Revision #0004556
- D. Notice of Exemption

**Authored by:**

Stacy Covarrubias, Cost Analyst II