

**SANTA BARBARA COUNTY  
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**  
**Prepared on:** 2/21/03  
**Department Name:** Public Works  
**Department No.:** 054  
**Agenda Date:** 3/11/03  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Phillip M. Demery, Director  
Public Works Department

**STAFF CONTACT:** Dace Morgan, Engineering Section Manager  
568-3047

**SUBJECT:** Extend the Existing Professional Services Contract Between Santa Barbara County, Public Works Department Transportation Division and Nazneen Ashan; All Supervisorial Districts

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**Recommendation(s):**

That the Board of Supervisors:

Approve and Execute a one year extension to the existing Professional Services Contract between the County of Santa Barbara and Nazneen Ashan for Engineering Aide Services for a period of 3/18/03 through 3/17/04 in an amount not to exceed \$47,416.

**Alignment with Board Strategic Plan:**

The recommendation(s) are primarily aligned with Goal No. 1. An Efficient Government Able to Respond Effectively to the Needs of the Community.

**Executive Summary and Discussion:**

The department is requesting approval of a professional service contract with Mrs. Nazneen Ashan. Mrs. Ashan is presently under contract with the Public Works Department, Transportation Division. Mrs. Ashan's performance over the last year as an Engineering Aide has been outstanding. Mrs. Ashan has been instrumental in placing bidding documents for many transportation projects on the web for contractors to retrieve. She has been responsible for logging and tracking all record drawings that are produced by the Engineering Section. Also, she is the Division primary contact for the public with regards to transportation engineering information which has improved our customer service. Her AutoCAD and Engineering Aide skills make her a valuable member of the Transportation Division's team.

**Mandates and Service Levels:**

Approval by the Board of Supervisors will not change the programs or service levels.

**Fiscal and Facilities Impacts:**

Funding for this contract is budgeted in Dept. 054, Org Unit 0014, Program 2050, Fund 0015, and Account 7460.

**Special Instructions:**

Please retain one original copy for the Clerk's office and return two original copies to the Engineering Section, attn: Sophia Rodriguez, ext. 3094.

**Concurrence:**

County Counsel  
Auditor-Controller  
Risk Management