



Agenda Date: 7/10/2007  
Agenda Placement: 6B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Hillary Gitelman - Director  
Conservation, Development & Planning  
**REPORT BY:** Barbette Ruffino, ADMINISTRATIVE OFFICE ASSISTANT, 299-1330  
**SUBJECT:** Amendment to Agreement AUD 5787

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### **RECOMMENDATION**

Director of Conservation, Development and Planning requests approval of and authorization for the Chair to sign Amendment No. 1 to an agreement (formerly No. AUD 5787-07) with Elisabeth Litzza increasing the amount by \$30,700 for the term July 1, 2007 through June 30, 2008 and automatically renewing for each fiscal year to assist the County in updating Planning and Building Department records to reflect accurate parcel information and other related file management activities.

### **EXECUTIVE SUMMARY**

On September 12, 2005 the County entered into Agreement No. 5787-AUD with a maximum amount of \$30,700 with Elisabeth Litzza to assist the County Planning and Building Department in updating parcel information and other file management activities. The Director of Conservation, Development and Planning proposes to continue the relationship with Ms. Litzza, who has agreed to provide similar services in coming fiscal years for a maximum of \$30,700 per year. Because the cumulative total of the agreement, which will roll over to subsequent fiscal years unless terminated or amended, will now be over \$50,000, it requires Board of Supervisors approval.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	This contract is currently budgeted in the recommended 07/08 budget for the Planning Department. In fiscal years 05/06 and 06/07 Elisabeth Litzza was paid a combined total of \$48,393.75. This contract will bring the total amount paid to the vendor over a three year period to \$79,093.75.
Is it Mandatory or Discretionary?	Discretionary

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Discretionary Justification:	County staff can more efficiently process applications and provide public information if electronic and hard copy records are kept up to date as parcel information changes.
Is the general fund affected?	Yes
Future fiscal impact:	This contract can be terminated at any time, however it's expected to continue in future fiscal years with a maximum amount of \$30,700 per fiscal year until the updating process is complete.
Consequences if not approved:	If this amendment is not approved the efficiency of the permit process will be affected.
Additional Information:	

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

The Department of Conservation, Development and Planning uses a permit tracking system that incorporates Assessor's parcel numbers and associated data. The permit process and the information that Department staff has available to share with the public is improved when the most updated information is incorporated into the system. The consultant has been working with the Department to update records to reflect accurate parcel data, and undertakes other file management activities. The Department seeks to continue its relationship with the contractor in Fiscal Year 2007/2008 and beyond if necessary.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi