



Agenda Date: 12/20/2005
Agenda Placement: 6C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Hillary Gitelman - Director
Conservation, Development & Planning
REPORT BY: Cathy Gruenhagen, Staff Service Analyst II, 253-4425
SUBJECT: Amendment to approve Professional Service Agreement with Philip Crundall for maintaining, updating and expanding the Planning Departments winery database

RECOMMENDATION

Director of Conservation, Development and Planning requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 4524 with Philip Crundall, increasing the hourly rate from \$30 to \$45 per hour for maintaining, updating and expanding the Planning Department's winery database and other related activities.

EXECUTIVE SUMMARY

Philip Crundall is an outside consultant for maintaining, updating and expanding the Planning Department's winery database and other related activities.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Conservation, Development & Planning
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	To keep the winery database updated.
Is the general fund affected?	Yes
Future fiscal impact:	\$9,500.00 is budgeted in each fiscal year's budget. Increasing the hourly rate will not increase the total contract amount, therefore the consultant would bill for fewer hours.
Consequences if not approved:	The department would have to allocate in-house resources to this task or the

winery data base would become outdated.

Additional Information: None

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

Philip Crundall is an outside consultant for maintaining, updating and expanding the Planning Department's winery database and other related activities. The proposed contract amendment would increase the consultant's hourly billing rate from \$30.00 to \$45.00 per hour. This change will not increase the total contract amount of \$9,500.00, so the consultant will bill the County for fewer hours than originally anticipated.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey