

REPORT TO CITY COUNCIL

DATE: JULY 14, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: CHRISTY PINUELAS, DIRECTOR OF FINANCE

SUBJECT: REQUEST TO APPROVE FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES WITH HdL COREN & CONE, RELATING TO PROPERTY TAX MANAGEMENT AND AUDIT SERVICES

The City utilizes a consulting service to provide property tax management and audit services on revenues distributed from the County of Los Angeles. The management services include providing quarterly reports that assist with budget forecasting and detailed analysis to assist with land management. The consultant also provides a property tax database, which allows staff to review parcel information and land ownership. Additionally, they provide consultation to staff regarding impacts to property tax during development and land use issues. Furthermore, audits are performed to ensure that the City is receiving the correct allocation of property tax.

HdL Coren & Cone's current services are provided timely and accurately. HdL Coren & Cone's staff has an extensive background in Redevelopment law, and property tax analytics and processing. They offer a software database that is comprehensive and easy to use. HdL Coren & Cone has contracts with over 200 cities throughout the State. Based on the information received, staff would like to recommend that the City amend the agreement for consultation services entered in to on July 1, 2019 and extend the services for three years to June 30, 2024. HdL Coren & Cone charges \$12,150 annually for their service. There is also a 25% fee on any additional revenue for the year of finding and three prior lien date years.

Staff is recommending a total of \$16,000 annually. The first amendment is \$48,000 and the five-year amended contract is \$80,000.

The proposed agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff recommends the City Council approve the first amendment to the agreement for consultant services with HdL, Coren & Cone, for the performance of property tax management and audit services, commencing July 1, 2021.

Attachment: HdL, Coren & Cone First Amendment to Agreement for Consultant Services

**FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES
WITH THE CITY OF AGOURA HILLS**

NAME OF CONSULTANT:	HdL Coren & Cone
RESPONSIBLE PRINCIPAL OF CONSULTANT:	Attn: Paula Cone
CONSULTANT'S ADDRESS:	120 S. State College Blvd Suite 200 Brea, CA, 92821
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Christy Pinuelas
COMMENCEMENT DATE:	7/1/2021
TERMINATION DATE:	6/30/2024
CONSIDERATION:	Amendment Amount: \$48,000 Total Contract Price \$80,000 Not to Exceed: \$16,000/yr

**FIRST AMENDMENT TO AGREEMENT BETWEEN
CITY OF AGOURA HILLS AND HdL COREN & CONE**

Property Tax Consulting

THIS FIRST AMENDMENT is made and entered into as of July 1, 2021, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and HdL Coren & Cone Corporation (hereinafter referred to as "Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with the respect to the following facts and purposes:

a. On July 1, 2019, the City and Consultant entered into that certain Agreement entitled "Agreement for Agreement for Consultant Services Between the city of Agoura Hills and HDL Coren & Cone, in the amount of Forty-Eight Thousand Dollars and Zero Cents (\$48,000.00).

b. The parties now desire to extend the term of the agreement to June 30, 2024, increase the payment in the amount of Forty-Eight Thousand Dollars and Zero Cents (\$48,000), and to amend the Agreement as set forth in this Amendment.

2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than June 20, 2024 unless sooner terminated pursuant to the provisions of this Agreement."

3. Section 3 of the Agreement entitled "**PAYMENT**" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Consultant monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. The FIRST Amendment amount shall not exceed Forty-eight Thousand Dollars and Zero Cents (\$48,000), for additional consulting and auditing services for a total Agreement amount of Eighty Thousand Dollars and Zero Cents (\$80,000).

4. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this FIRST Amendment to Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

Denis Weber,
Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk
Date Approved by City
Council _____

APPROVED AS TO FORM:

Candice K. Lee,
City Attorney

CONSULTANT

HDL Coren and Cone
120 S State College Blvd, Suite 200
Brea, CA 92821
Paula Cone
(714)879-5000
pcone@hdlccpropertytax.com

By: Paula J. Cone

Print Name: PAULA J. CONE

Title: President

By: David Schrey

Print Name: DAVID SCHREY

Title: Secretary

[Signatures of Two Corporate Officers Required]