

## REPORT TO CITY COUNCIL

**DATE:** OCTOBER 27, 2021

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** NATHAN HAMBURGER, CITY MANAGER

**BY:** DENICE THOMAS, COMMUNITY DEVELOPMENT DIRECTOR  
ALLISON COOK, ASSISTANT PLANNING DIRECTOR

**SUBJECT:** FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES BETWEEN THE CITY AND KAREN WARNER ASSOCIATES, INC. FOR PREPARATION OF THE HOUSING ELEMENT SIXTH CYCLE UPDATE

---

The purpose of this item is to seek approval of an Amendment to an Agreement for Consultant Services with Karen Warner Associates, Inc. to prepare the Housing Element Sixth Cycle Update. The Agreement was originally approved for \$92,010.00 on May 28, 2020, and is set to expire on December 31, 2021. The Amendment is to increase the Agreement amount by \$3,820 for a total \$95,830, and to extend the term of the Agreement to December 31, 2022.

This amendment to the budget and the term of the Agreement is due to additional meetings, including the Housing Element Public Information Workshop, requested of the Consultant, and the additional time needed to complete the Housing Element Sixth Cycle Update. While the term is being extended for approximately one year, staff and the Consultant anticipate that the work would be completed mid next year.

The proposed Amendment to Agreement for Consultant Services has been reviewed by the City Attorney, and approved as to form.

### RECOMMENDATION

Staff respectfully requests the City Council approve an Amendment to the Agreement for Consultant Services with Karen Warner Associates, Inc. to prepare the Housing Element Sixth Cycle Update.

Attachment: Amendment to Agreement for Consultant Services with Karen Warner Associates, Inc. to prepare the Housing Element Sixth Cycle Update.

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

NAME OF CONSULTANT:	Karen Warner Associates, Inc.
RESPONSIBLE PRINCIPAL OF CONSULTANT:	Attn: Karen Warner
CONSULTANT'S ADDRESS:	822 Holliston Avenue Pasadena, CA 91104
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Allison Cook
COMMENCEMENT DATE:	October 28, 2021
TERMINATION DATE:	December 31, 2022
CONSIDERATION:	Amendment Amount: \$3,820  Total Contract Price Not to Exceed: \$95,830

**FIRST AMENDMENT TO AGREEMENT BETWEEN  
CITY OF AGOURA HILLS AND KAREN WARNER ASSOCIATES, INC.**

**HOUSING ELEMENT 6<sup>TH</sup> CYCLE UPDATE**

THIS FIRST AMENDMENT is made and entered into as of October 28, 2021, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Karen Warner Associates, Inc. (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 respect to the following facts and purposes:
  - a. On May 28, 2020, the City and Consultant entered into that certain Agreement entitled "Agreement for Consultant Services between the City of Agoura Hills and Karen Warner Associates, Inc.," in the amount of ninety two thousand and ten dollars and zero cents (\$92,010.00).
  - b. The parties now desire to add scope of work to attend two (2) additional meetings, extend the term of the agreement to December 31, 2022 and increase the payment in the amount of three thousand eight hundred twenty dollars and zero cents (\$3,820.00), 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 December 31, 2022 unless sooner terminated pursuant to the provisions of this Agreement."
3. Section 4 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 three thousand eight hundred twenty dollars and zero cents (\$3,820.00) for an Agreement total of ninety five thousand eight hundred thirty dollars and zero cents (\$95,830.00)."
4. Attachment A of the Agreement is hereby amended by adding thereto the following items items: attendance at an additional two (2) meetings of the decision making bodies of the City.
5. 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**

Karen Warner Associates, Inc.  
882 Holliston Avenue  
Pasadena, CA 91104  
FAX (626) 791-5596  
Tel. (626) 791-5596

By: Karen Warner

Print Name: Karen Warner

Title: President

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**[Signatures of Two Corporate Officers Required]**