



TO: Mayor and Councilmembers

FROM: Michelle Greene, City Manager

SUBJECT: Amendment No. 1 to an Agreement for Management Analysis Services with Heidi Aten

RECOMMENDATION:

Authorize the City Manager to execute Amendment No. 1 to Agreement No. 2016-027 for Management Analysis Services with Heidi Aten in the amount of \$30,000 for a total not-to-exceed contract amount of \$59,999 and extend the Agreement through March 31, 2017 (Attachment 1).

BACKGROUND:

In April 2016, the City Manager authorized a professional services agreement with Heidi Aten to support the City Manager's Office programs and projects including general research and analysis in areas related to operations, budget and finance, strategic planning and performance measures, human resources, and legislation.

DISCUSSION:

Over the past six months, Ms. Aten has provided management analysis services to the City at a rate of 80 hours per month. These services have included various administrative projects that entail research, analysis, and the preparation of staff reports and memos as well as other duties as assigned by the City Manager. This has provided staff with needed administrative support that is beneficial, helping to train new staff, maintain continuity, and complete projects that may otherwise be put on hold. Staff is pleased with her performance and recommends an amendment to the contract, extending the term until March 31, 2017.

FISCAL IMPACTS:

Adequate funding is included in the City Manager's budget (account number 101-5-1200-500) to accommodate the costs associated with this contract.

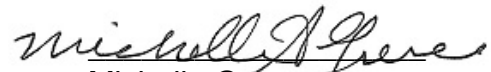
ALTERNATIVES:

The City Council could elect not to authorize the recommended action. If the recommended action is not authorized, staff will manage with existing resources, but delays in project deliverables may occur.

Legal Review By:

Approved By:


Tim W. Giles
City Attorney


Michelle Greene
City Manager

ATTACHMENTS:

1. Amendment No. 1 to Agreement No. 2016-027 for Management Analysis Services

Attachment 1

Amendment No. 1 to Agreement No. 2016-027 for Management Analysis Services

**AMENDMENT NO. 1
TO AN AGREEMENT FOR MANAGEMENT ANALYSIS SERVICES
BETWEEN THE CITY OF GOLETA
AND
HEIDI ATEN**

This Amendment No. 1 ("Amendment") is made this 20th day of September, 2016 to an Agreement for Management Analysis Services between the **CITY OF GOLETA** ("City") and **HEIDI ATEN** ("Consultant") dated April 1, 2016 ("Agreement").

RECITALS

WHEREAS, the Agreement between City and Consultant currently provides in Section 3 Subsection (a) for the total compensation amount not to exceed twenty-nine thousand and nine hundred and ninety-nine dollars (\$29,999) dollars; and

WHEREAS, the parties desire to amend the Agreement so as to provide for additional compensation in the amount of thirty thousand dollars (\$30,000) dollars for continued independent management analysis consultation services as directed by the City Manager; and

WHEREAS, the Agreement between City and Consultant currently provides in Section 4 for the termination of the Agreement on September 30, 2016; and

WHEREAS, the parties desire to amend the Agreement so as to extend the termination of the Agreement to March 31, 2017; and

WHEREAS, the City Council, on this 20th day of September, 2016 approved this Amendment and authorized the City Manager to execute this Amendment No.1 per the Goleta Municipal Code Section 3.05.240.

AMENDED TERMS

Now therefore City and Consultant agree as follows that the Agreement be, and hereby is, amended as follows:

1. Section 3 Subsection (a). COMPENSATION AND PAYMENT of the Agreement is amended to add an additional authorized amount of \$30,000 and to read in its entirety:

Except for authorized extra services (pursuant to section 4), the total compensation payable to Consultant by City for the services under this Agreement shall not exceed fifty-nine thousand and nine hundred and ninety-nine dollars (\$59,999) and shall be earned at the following rates:

- (a) **Retainer.** Consultant shall earn and be paid a monthly retainer as follows:
- a. \$5,000 on October 1, 2016;
 - b. \$5,000 on November 1, 2016;
 - c. \$5,000 on December 1, 2016;
 - d. \$5,000 on January 1, 2017;
 - e. \$5,000 on February 1, 2017;
 - f. \$5,000 on March 1, 2017.

2. **Section 4. TERM** of the Agreement is amended to extend the term for an additional six months and to read in its entirety.

The term of this Agreement shall be for the period beginning on October 1, 2016, and ending on March 31, 2017, unless terminated pursuant to Section 10. An extension of this term shall be by amendment to this contract and shall be in writing and shall be approved by the City Council.

3. Except as otherwise specifically provided herein, all other provisions of the Agreement shall remain in full force and effect.

In concurrence and witness whereof, this Amendment No. 1 has been executed by the parties effective on the date and year first above written.

CITY OF GOLETA

CONSULTANT

Michelle Greene, City Manager

Heidi Aten

ATTEST:

Deborah Lopez, City Clerk

APPROVED AS TO FORM



Tim W. Giles, City Attorney