

**AMENDMENT NUMBER ONE
TO PROFESSIONAL SERVICES AGREEMENT
WITH NEXLEVEL INFORMATION TECHNOLOGY, INC.**

This Amendment is made and entered into this 7th day of January, 2014 (“Effective Date”) by and between the CITY OF COSTA MESA, a municipal corporation (“City”) and NEXLEVEL INFORMATION TECHNOLOGY, INC., a California corporation (“Consultant”).

WHEREAS, Consultant and City entered into an agreement on November 13, 2013, for Consultant as an independent contractor to serve as Interim Information Technology Director (the “Agreement”); and

WHEREAS, Consultant and City desire to amend the compensation limit to allow for further provision of services by Consultant.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

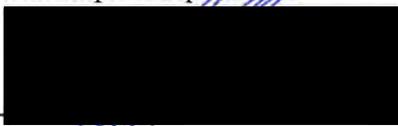
1. Section 2.1 (Compensation) of the Agreement is hereby deleted in its entirety and replaced by the following:

1.1 Compensation. As compensation for the provision of services outlined in Exhibit A and in accordance with this Agreement, Consultant shall be paid in accordance with the hourly rate set forth in Exhibit A. Consultant’s total compensation shall not exceed One Hundred Four Thousand Nine Hundred Twenty Dollars (\$104,920.00).

2. All other terms, conditions, and provisions of the Agreement not in conflict with this Amendment and previous Amendments, shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have set their hand by their duly authorized representatives as of the day and year first above written.

CITY OF COSTA MESA,
A municipal corporation



MAYOR

Date:

1/31/14

NEXLEVEL INFORMATION TECHNOLOGY, INC.

 _____

Date: 1/10/14 _____

Signature

Jerry Hadelman, Managing Principal

Name and Title

APPROVED AS TO FORM:

 _____

City Attorney



FAST TRACK

CITY OF COSTA MESA

77 FAIR DRIVE, P.O. BOX 1200, COSTA MESA, CA 92628-1200

FINANCE
DEPARTMENT
PURCHASING

REQUEST FOR QUOTES

FOR

INTERIM IT DIRECTOR

STATEMENT OF WORK

This is a management-level classification. The Information Technology Director reports to the Chief Executive Officer (CEO) and is responsible for overseeing all of the operations of the Information Technology Department which includes the operations, staff and projects. This also includes the development of the budget for the department. This position is expected to use independent judgment by applying principles and practices of information technology to solve major policy and technical issues. This work may require the employee to be available other than regularly scheduled working hours to oversee system changes, resolve major operational problems and to attend and make presentations at various City meetings, including City Council meetings.

ESSENTIAL FUNCTIONS:

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

- Plans, organizes and directs the functions of the Information Technology Department.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Provides leadership and works with managers to develop and retain highly competent staff through selection, compensation, training and management practices which support the City's mission and values.

- With managers, develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and City Council's priorities.
- Prepares and administers annual Department budget.
- Confers with department heads to determine information technology needs to ensure compliance with standards and compatibility with the City's infrastructure and develops, implements and supports appropriate programs based on systems analyses.
- Provides project management for in-process technology projects, as well as support the planning of projects that have not yet been started.
- Demonstrates an ability to successfully manage the migration from a client-based server environment to a virtual environment.
- Establishes standards and guidelines for the acquisition, installation, and use of computers, local area networks, application systems, and communication and telecommunication systems.
- Develops strategies for internet, intranet, and e-commerce business applications.
- Attends various City, Council, staff and community meetings as required.
- Keeps abreast of current principles and practices, technology, regulations and literature that apply to City information technology and communication projects and needs.
- Participates on internal and external committees, boards, and task forces, as appropriate.

TIMETABLE

The City has an immediate need for a qualified Interim IT Director for a period of 10 or more weeks, depending on the completion of the City's open I.T. Directors recruitment.

How soon would your firm be able to start? November 11

FEES

<u>RANK</u>	<u>HOURLY RATE</u>
Director	<u>\$130/hour</u>

All QUOTES DUE BY MONDAY, OCTOBER 1, 2013 @ 2pm and shall be submitted via email to Kimberly Wilson @ Kimberly.Wilson@costamesaca.gov

If you have additional questions, please contact Kimberly Wilson, via e-mail at

kimberly.wilson@costamesaca.gov or phone (714)754-5062.

Dated: October 18, 2013

Terry Hackelman, Managing Principal,
NexLevel Information Technology, Inc.

Firm's Name (Person, Firm, Corp.)

Terry Hackelman

Digitally signed by Terry Hackelman
DN: cn=Terry Hackelman, o=NexLevel Information
Technology, Inc., ou,
email=Terry.Hackelman@nexlevel.com, c=US
Date: 2013.11.08 16:13:54 -0800

Signature of Authorized Representative