

**AMENDMENT NUMBER TWO  
TO PROFESSIONAL SERVICES AGREEMENT  
WITH  
JEANELLE HEASTON DBA PERMIT MANAGEMENT SOLUTIONS**

This Amendment Number Two ("Amendment") is made and entered into this 1st day of September, 2018 ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City"), and JEANELLE HEASTON, an individual DBA PERMIT MANAGEMENT SOLUTIONS ("Consultant").

WHEREAS, City and Consultant entered into an agreement on September 5, 2017 for Consultant to provide plan check and permit processing services on an as-needed basis (the "Agreement"); and

WHEREAS, Section 4.1 of the Agreement provides for a term of one (1) year, with the option to extend the Agreement for four (4) additional one (1) year periods; and

WHEREAS, on April 17, 2018, City and Consultant amended the Scope of Services relating to plan check services provided to the Fire Department; and

WHEREAS, City and Consultant now desire to amend Section 4.1 of the Agreement and to extend the term for one (1) year, through September 30, 2019.

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

1. Section 4.1 of the Agreement shall be deleted in its entirety and replaced as follows:  
  
4.1 Term. This Agreement shall commence on the Effective Date and continue through September 30, 2018, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. This Agreement may be extended by four (4) additional one (1) year periods upon mutual written agreement of both parties.
2. The term of the Agreement shall be extended through September 30, 2019.
3. All terms not defined herein shall have the same meaning and use as set forth in the Agreement.
4. All other terms, conditions, and provisions of the Agreement not in conflict with this Amendment shall remain in full force and effect.

[Signatures appear on following page.]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by and through their respective authorized officers, as of the date first written above.

CITY OF COSTA MESA

*Thomas R. Kelly*  
City Manager

Date: 10/16/18

CONSULTANT

*Jeanelle S. Heaston*  
Signature

Date: 9-27-18

Jeanelle S Heaston - Pres.  
Name and Title

ATTEST:

*Brenda Green* 10/17/18  
City Clerk



APPROVED AS TO FORM:

*[Signature]*  
City Attorney

Date: 10/15/18

APPROVED AS TO INSURANCE:

*[Signature]*  
Risk Management

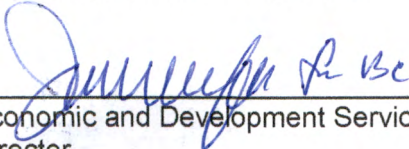
Date: 10/3/18

APPROVED AS TO CONTENT:

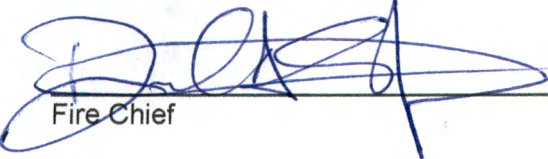
*[Signature]*  
Project Manager

Date: 9.27.18

DEPARTMENTAL APPROVAL:

  
\_\_\_\_\_  
Economic and Development Services  
Director

Date: 9/27/18

  
\_\_\_\_\_  
Fire Chief

Date: 10/2/18

APPROVED AS TO PURCHASING:

  
\_\_\_\_\_  
Finance Director

Date: 10/4/18