

Memorandum

REPORT TO: City Commission

FROM: Mike Veselik, Economic Development Program Manager
Brit Fontenot, Economic Development Dir

SUBJECT: Authorize the City Manager to Sign a Second Amendment to the Professional Services Agreement for Software License, Equipment, and Service Agreement with Passport Labs, LLC

MEETING DATE: November 1, 2022

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: I move to authorize the City Manager to sign a Second Amendment to the Professional Services Agreement for Software License, Equipment, and Service Agreement with Passport Labs, LLC

STRATEGIC PLAN: 7.3 Best Practices, Creativity & Foresight: Utilize best practices, innovative approaches, and constantly anticipate new directions and changes relevant to the governance of the City. Be also adaptable and flexible with an outward focus on the customer and an external understanding of the issues as others may see them.

BACKGROUND: The Parking Services division is contracting with a new support provider for License Plate Reader (LPR) technology. The support provider will subcontract from Passport Labs, our permit and enforcement software provider. Minuteman, the support provider, will support our three mobile LPR units and thirteen fixed LPR cameras.

UNRESOLVED ISSUES: No unresolved issues

ALTERNATIVES: Alternatives as proposed by the Commission

FISCAL EFFECTS: The rates charged by the new provider are lower than the incumbent. Support services for LPR cameras is already included in FY23 Commission approved budget.

Attachments:

[PSA Amendment Passport Minuteman Contract October 2022.docx](#)

Report compiled on: October 20, 2022