

Memorandum

REPORT TO: City Commission

FROM: Gail Jorgenson, GIS Program Manager
Jon Henderson, Assistant City Manager

SUBJECT: Authorize the City Manager to Sign Amendment 1 to the Professional Services Agreement for Geographic Information Systems (GIS) Services for the Purpose of Amending the Scope of Service

MEETING DATE: August 5, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign Amendment 1 to the Professional Services Agreement for Geographic Information Systems (GIS) Services for the Purpose of Amending the Scope of Service

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: On [June 4, 2024](#), the City Commission approved a Professional Services Agreement with NV5 Geospatial, Inc. for Geographic Information System (GIS) Services.

This Amendment updates the Scope of Services to add additional services related to Phase 2 - Stage 1, to include governance planning, enterprise upgrade implementation planning, data management & cleanup, infrastructure planning, and the initiation of a user training framework.

This work builds on the needs assessment completed during Phase 1, and is critical for the continued success of the City's GIS program.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As directed by the City Commission.

FISCAL EFFECTS: Costs associated with this Amendment (\$52,500) are currently allocated in the FY26 approved Strategic Services Department budget.

Attachments:

[First Amendment to Professional Service Agreement for](#)

Professional Geographic Information Systems (GIS)
Services.pdf

Report compiled on: July 11, 2025