



Memorandum

Date: 9/16/2025
Meeting of: City Council

File No. AM No. 25-129
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Aaron Bert	425-556-2786
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DEPARTMENT STAFF:

Public Works	Patty S. Criddle	Transportation Eng. Supervisor
Public Works	Paul Cho	Traffic Operations Manager
Public Works	Vangie Garcia	Public Works Deputy Director

TITLE:

Approval of an On-Call Agreement with River Oaks Communication, in an Amount Not to Exceed \$150,000, for Consultant Services

OVERVIEW STATEMENT:

Public Works is requesting approval for an on-call agreement with River Oaks Communications in an amount not to exceed \$150,000 for assistance with telecommunications and franchise right of way agreements, evaluating technical and financial implications of possible City-owned telecommunications infrastructure, and providing other related professional telecommunications support services.

The agreement will be in effect through December 31, 2026, with one option to extend up to one year and an additional \$150,000 based on the City's needs and the firm's performance.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
RMC 12.14 - Telecommunications
- **Required:**
Council approval is required to award a professional services agreement exceeding \$50,000 (2018 City Resolution 1503)
- **Council Request:**

N/A

- **Other Key Facts:**

Public Works is requesting this item go forward for Council approval at the September 16, 2025, Council business meeting.

OUTCOMES:

The City benefits from having an on-call agreement for professional assistance for franchise and/or telecommunication support services because the city does not have subject matter experts in this field. It is important to have a trusted and knowledgeable resource, especially for sensitive situations that need timely decision-making.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**

N/A

- **Outreach Methods and Results:**

N/A

- **Feedback Summary:**

N/A

BUDGET IMPACT:

Total Cost:

The request is a contracting mechanism for work items with previously approved budgets, as needed.

Approved in current biennial budget:

☒ **Yes**

☐ **No**

☐ **N/A**

Budget Offer Number:

N/A

Budget Priority:

Vibrant and Connected

Other budget impacts or additional costs:

☐ **Yes**

☐ **No**

☒ **N/A**

If yes, explain:

N/A

Funding source(s):

There are no budget numbers encumbered by this on-call contract - only work items with approved budgets will charge to the contract.

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
9/2/2025	Committee of the Whole - Planning and Public Works	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

This on-call agreement will be used for critical work items during the last quarter of 2025.

ANTICIPATED RESULT IF NOT APPROVED:

Without an on-call consultant contract, City staff would need to go through separate contracting processes for each small task order or consulting services needed. This would adversely impact the City's ability to advance work in a timely manner.

ATTACHMENTS:

Attachment A: Consultant Agreement