



Administrative Report

H.6., File # 26-0102

Meeting Date: 4/21/2026

To: MAYOR AND CITY COUNCIL
From: ANDREW WINJE, PUBLIC WORKS DIRECTOR

TITLE

APPROVE AN AGREEMENT WITH PERMITECH SOLUTIONS CORPORATION FOR AS-NEEDED WIRELESS TELECOMMUNICATIONS CONSULTING SERVICES FOR AN AMOUNT NOT TO EXCEED \$80,000 ANNUALLY AND A TERM ENDING APRIL 21, 2027 WITH UP TO TWO ONE-YEAR EXTENSIONS

EXECUTIVE SUMMARY

The City occasionally relies on consulting services to review and inspect permit applications for cable television systems, fiber networks, wireless telecommunications systems, and other related facilities, sites, and equipment. The City has maintained an agreement with Telecom Law Firm, P.C. (TLF) since 2013 to assist with these matters. On September 15, 2025, the City was notified that TLF was transitioning away from consulting services and winding down operations. Subsequently, the City was informed that PermiTech Solutions Corporation (PermiTech) was being established by existing TLF staff to continue the services provided to TLF clients. As the existing Agreement with TLF is due to expire on June 30, 2026, staff recommends approving a new Agreement with PermiTech to provide continuity of service.

The proposed agreement carries a one-year term, with two one-year renewals. The services are paid on an as-needed basis, with an annual not-to-exceed value of \$80,000. It is anticipated that the bulk of the fees paid for these services will be reimbursed by permit applicants seeking to site wireless equipment in the public right of way. Allowance of such placement of equipment, and the process for response and review of permit applications, is highly regulated, requiring the specialized services of an outside partner.

BACKGROUND

On December 3, 2013, the City Council approved a contract with TLF for the not-to-exceed cost of \$20,000 for the term ending December 2, 2014, with the option for two one-year extensions. The current Agreement was amended several times to extend the term and is due to expire on June 30, 2026.

The City has a continuing need for the expertise, evaluation, and advise on telecommunications matters including cable system plant construction, maintenance and repairs, wired and wireless communications and antenna site proposals, fiber network consultation, and planning for the City's telecommunications infrastructure. TLF has served the City well in this capacity for many years.

The TLF founder is winding down his workload and the firm's staff have set up PermiTech to continue the services that TLF previously provided. PermiTech is composed of all former staff of TLF, with the founder serving as an advisor to the team. The proposed Agreement with PermiTech provides for continuation of these services on an hourly, as-needed basis through April 21, 2027. There is also the option to renew the Agreement for two subsequent one-year terms at the City's sole discretion. Services under the Agreement will be provided up to a not-to-exceed cost of \$80,000 annually, and \$240,000 for the full three-year term, if both options are exercised by the City.

COORDINATION

The Agreement has been reviewed and approved as to form by the City Attorney's Office.

FISCAL IMPACT

Funding is available in the Public Works Department annual budget to cover the upfront cost of the telecommunications services. The City's costs are largely reimbursed through agreements and permit application fees paid by the various telecommunications providers.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - PermiTech Solutions Corporation