

Mayor and Council Communication

DATE: 09/16/25

M&C FILE NUMBER: M&C 25-0829

LOG NAME: 04TELECOMMUNICATION SERVICES CHARTER SPECTRUM

SUBJECT

(ALL) Authorize the Execution of an Agreement with Charter Communications, Inc. for Telecommunication Services and Cable Television in an Annual Amount of \$290,000.00 with Four (4) One-Year Renewal Options for the Same Annual Amount and Ratify Expenditures for the Information Technology Solutions Department

RECOMMENDATION:

1. Authorize the execution of an agreement with Charter Communications, Inc. for telecommunication services and cable television using a sole source purchasing agreement in the amount of \$290,000.00;
 2. Authorize four (4) one-year renewal options with each renewal amount of \$290,000.00 for the Information Technology Solutions Department; and
 3. Ratify expenditures in the amount of \$744,528.00 with Charter Communication Operating, LLC and Spectrum.
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DISCUSSION:

On November 7, 2017 Mayor & Council Communication (M&C) P-12119 authorized the execution of an agreement with Charter Communications Operating, LLC, operating under the Spectrum Business brand, following a competitive procurement process. This contract was approved to remain in effect through 2022. After the contract expired, payments for continued services were processed via procurement card (P-card), and unfortunately, the expiration of the contract went unnoticed during routine reconciliations. As a result, services were continued without a formal extension or new contract in place.

While the services provided remained necessary for City operations, the purchases should not have continued without proper authorization therefore this M&C requesting ratification of payments in the amount of \$744,528.00 made after the contract expiration to ensure transparency and compliance.

To maintain full contract compliance, steps have been enacted to strengthen internal controls including the implementation of a contract management dashboard that includes contracts associated with P-card payments which was a missing critical gap in previous tracking processes. This tool will help ensure more effective monitoring of contract expiration dates across all payment methods.

Approval of this M&C will allow the Information Technology Solutions Department to continue to pay Charter Communications, Inc., under the Spectrum Business brand, for monthly service fees related to telecommunication services.

Funding is budgeted in the General Operating & Maintenance category in the Info Technology Systems Fund for the Information Technology Solutions Department in the amount of \$66,000.00 and the remaining funding will be available upon adoption of the Fiscal Year 2026 Operating budget.

A Chapter 252 exemption request related to this purchase was reviewed and approved by the City Attorney's Office as a sole source.

BUSINESS EQUITY - This project was approved for a waiver per the Chapter 252 exemption, as a sole source by the Legal Department. Therefore, the business equity goal requirement is not applicable.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire twelve months after.

RENEWAL OPTIONS: The agreement may be renewed for four (4) additional one-year periods at an amount up to \$290,000.00. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

A Form 1295 is not required because: This contract will be with a publicly-traded business entity or a wholly-owned subsidiary of a publicly-traded business entity: Charter Communications, Inc

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendations funds are available in the current operating budget, as previously appropriated, and upon adoption of the Fiscal Year 2026 Budget by the City Council, funds will be available in the Fiscal Year 2026 Operating Budget, as appropriated, in the Info Technology Systems Fund. Prior to an expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds

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