

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**



**DEPARTMENT:** Information Technology

**AGENDA DATE:** 08/05/2025

**PUBLIC HEARING DATE:** 08/05/2025

**CONTACT PERSON NAME:** Carolyn Patrick, Chief Information Officer **PHONE NUMBER:** (915) 212-1408

**2nd CONTACT PERSON NAME:** **PHONE NUMBER:**

**DISTRICT(S) AFFECTED:** All Districts

**STRATEGIC GOAL:**

Goal 5: Promote Transparent & Consistent Communication Amongst all Members of the Community

**SUBGOAL:**

5.2 Leverage and expand the use of current and new technology to reduce inefficiencies and improve communications

**SUBJECT:**

That the City Manager be authorized to sign the 2nd Amendment to the Consulting Services Agreement between City of El Paso and John Hargrove Consulting to provide engineering consulting services to the Department of Information Technology. This amendment extends the scope of services provided by John Hargrove Consulting, LLC, to include additional tasks related to Design Review and FCC Filings for Bi-Directional Amplifier and Distributed Antenna System installations.

**BACKGROUND / DISCUSSION:**

The City of El Paso and John Hargrove Consulting entered into an Independent Contractor Agreement for Wireless The City of El Paso and John Hargrove Consulting entered into an Independent Contractor Agreement for Wireless Telecommunication Consulting Services on April 14, 2020. In April 2023, the City Council approved a second amendment that extended the agreement's term for four years. The current agreement includes engineering consulting services to review Public Service Wireless telecommunication tower/antenna permit applications and update FCC & FAA databases for tower and license data. The amendment seeks to expand the scope to include the review of ERCC BDA & DAS application specifications and filing these systems with the FCC, as mandated by the International Federal Code ,IFC Section 510.

**COMMUNITY AND STAKEHOLDER OUTREACH:**

N/A

**PRIOR COUNCIL ACTION:**

April 14, 2020: The City of El Paso approved a contract with John Hargrove Consulting, LLC.  
April 11, 2023: Amendment one, extended the contract term until April 13, 2027.

**AMOUNT AND SOURCE OF FUNDING:**

Dept. 239 - Fund 1000 - Division 15240 - Account 522020 - Program P1506

**REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:**

NAME	AMOUNT (\$)

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

**Carolyn Patrick**

Digitally signed by Carolyn Patrick  
Date: 2025.07.15 07:37:39 -06'00'

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That the City Manager or designed be authorized to sign the Second Amendment to the Independent Contractor Agreement for Wireless Telecommunication Consulting Services (“Agreement”) by and between **CITY OF EL PASO** (“City) and **JOHN HARGROVE CONSULTING, LLC** (“Contractor”) to include additional tasks related to design review and FCC Filings for Bi-Directional Amplifier (BDA) and Distributed Antenna System (DAS) installations to the Department of Information Technology with a specific scope of services.

**APPROVED** this \_\_\_\_ day of August 2025.

**CITY OF EL PASO:**

\_\_\_\_\_  
**Renard U. Johnson**  
Mayor

**ATTEST:**

\_\_\_\_\_  
**Laura D. Prine**  
City Clerk

**APPROVED AS TO FORM:**

*Robert Aguinaga Jr*  
\_\_\_\_\_  
**Robert Aguinaga**  
Assistant City Attorney

**APPROVED AS TO CONTENT**

*Carolyn Patrick*  
\_\_\_\_\_  
**Carolyn Patrick**  
Director of Information Technology

STATE OF TEXAS                    )  
  )  
  )  
COUNTY OF EL PASO            )

**SECOND AMENDED  
CONSULTING SERVICES AGREEMENT**

This 2nd Amendment to the Independent Contractor Agreement for Wireless Telecommunication Consulting Services Agreement is made this 5<sup>th</sup> day of August, 2025, by and between the City of El Paso, a home rule municipal corporation organized and existing under the laws of the State of Texas (the “City”, and John Hargrove Consulting, (the “Contractor”).

**WHEREAS**, on April 14, 2020, the CITY and CONTRACTOR entered into a(n) Independent Contractor Agreement for Wireless Telecommunication Consulting Services (“Agreement”);

**WHEREAS**, the Agreement may be amended under the provisions of Section 4 of the Agreement; and

**WHEREAS**, the parties desire to extend the duration of the agreement to allow CONTRACTOR to continue to provide the contracted services.

**NOW THEREFORE**, in consideration of the mutual promises set forth in this Second Amended Consulting Services Agreement and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

This amendment extends the scope of services provided by John Hargrove Consulting, LLC, to include additional tasks related to Design Review and FCC Filings for Bi-Directional Amplifier (BDA) and Distributed Antenna System (DAS) installations. Specifically:

Attachment “A”, “Scope of Services” of the Agreement is amended to add the following:

3. The contractor shall review the design specifications and site drawings and ensure compliance with technical requirements for BDA installation projects.
4. The contractor will prepare and submit the filings required by the Federal Communications Commission (FCC) related to the BDA installations

All terms and conditions of the Agreement and all subsequent Amendments thereto, except as herein revised, shall remain in full force and effect.

APPROVED this \_\_\_\_ day of \_\_\_\_\_ 2025.

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**Dionne L. Mack**  
City Manager

APPROVED AS TO FORM:

*Robert Aquinaga Jr*  
**Robert Aguinaga Jr.**  
Assistant City Attorney

APPROVED AS TO CONTENT:

*Carolyn Patrick*  
**Carolyn Patrick**  
Director of Information Technology

APPROVED AS TO CONTENT:

John E Hargrove  
PE

Digitally signed by John E Hargrove PE  
DN: CN=John E Hargrove PE, C=US, OU=COO,  
O=Evegreen Technology Solutions LLC,  
E=john@evegreentechtx.com  
Reason: I am the author of this document  
Location:  
Date: 2025-07-29 06:30:40

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**John Hargrove**  
Consultant

**ATTACHMENT "A"**  
**SCOPE OF SERVICES**

Contractor shall work with the City of El Paso's Department of Information Technology Services to ensure the telecommunications needs of the City are met in regard to engineering services. In this regard, Contractor shall provide the following services to the City:

1. Review applications for Public Service Wireless Facility Submittals \*
2. Review applications for General Service Wireless Facility Submittals \*
3. The contractor shall review the design specifications and site drawings and ensure compliance with technical requirements for BDA installation projects.
4. The contractor will prepare and submit the filings required by the Federal Communications Commission (FCC) related to the BDA installations
5. The contractor shall notify the City of relevant changes in federal or state regulations impacting wireless telecommunications infrastructure, including new BDA/DAS requirements, frequency allocations, or permitting standards.
6. Any other work associated with and related to the application review process and telecommunication needs of the City, to include, but not be limited to, FAA and FCC Database Updates for tower and license data, and administrative reports as requested by the City of El Paso.

**Review Time Period:** Contractor agrees to complete each application review within 14 days of receiving the data and forms from the City. The City understands that an extension to this 14-day time period may be required depending on questions or issues that may arise during Contractor's review. Contractor agrees to immediately notify the City of any questions or issues as they arise, and to inform the City of the need for additional time, in order to comply with regulatory deadlines and the legal requirements for deadline extensions. Failure of Contractor to comply with this review time period requirement is grounds for immediate termination of this Agreement.

\* Applications shall be reviewed in compliance with the NEPA 106 Historical and Environmental review, FCC rules and regulations, and FAA review and approvals.