



STAFF REPORT

Meeting Date: October 15, 2025
Author: John Walsh, City Administrator
Department: City Administrator's Office
Subject: Notice of Intent to Extend Contract
Type of Item: Agreement for Services
CC: City Attorney's Office

Background: The City entered into an Agreement with Treadway to provide Special Event Management and Coordination Services for the City's public events. The contract was entered into on August 7, 2024, and per Section 3 of the Agreement, it expires December 31, 2025, and provides for three one-year extensions, to be entered into at the City's discretion. Notice of intent to renew the contract shall be provided by the City to the Contractor by November 1 of each year.

Section 3, Term, of the contract provides:

3. Term. This Agreement shall become effective upon the full execution by the Parties (the "Effective Date") and shall terminate on December 31, 2025, unless sooner terminated or extended in accordance with the terms stated herein (the "Term"). The Term may be extended annually for up to three (3) years through December 31, 2028 by mutual written agreement of the Parties. Notice of intent to extend shall be provided by the City to Contractor in writing no later than 60 days prior to December 31st of each year. If an extension is not agreed to by the Parties in writing by January 31st, the City may solicit the Services in accordance with the City's public contracting code and the Oregon Public Contracting Code, or manage the Services internally.

Recommendation: The City is satisfied with the Contractor's performance under the Agreement. The Events were managed and coordinated with skill, expertise, and organization and has performed the agreed upon services with diligence and care. The Contractor has been responsive and a good communicator. Staff recommends that the City Council issue a notice of intent to renew the Agreement and direct the City Administrator to negotiate a one-year extension to the Agreement.

Options:

1. Issue a Notice to Intent to Extend the Contract to the Contractor and direct the City Administrator to negotiate a one-year extension to the Agreement.
2. Decline to issue a Notice of Intent to Extend the Contract and develop and solicit an RFP to select a new contractor to manage the City's Special Event Services.

Recommended Motion:

1. I make a motion for the City to Issue a Notice of Intent to Extend the Agreement and negotiate an amendment to extend the Agreement to submit to City Council for approval.