

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED ORDINANCE OR RESOLUTION ADOPTED BY THE CITY COUNCIL.**

**ORDINANCE**

**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR PRODUCTION LABOR FOR THE CARVER COMMUNITY CULTURAL CENTER WITH UTP PRODUCTIONS, INC., TO PROVIDE THEATRICAL PRODUCTION LABOR SERVICES FOR EVENTS, FOR A THREE-YEAR TERM, COMMENCING DECEMBER 1, 2023 THROUGH SEPTEMBER 30, 2026, WITH TWO ADDITIONAL ONE-YEAR EXTENSIONS, FOR AN AMOUNT OF UP TO \$250,000.00, INCLUSIVE OF RENEWALS.**

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**WHEREAS**, the Carver Community Cultural Center (“Carver”), which includes the Jo Long Theatre and Little Carver Community Center, hosts approximately twenty-five (25) full production events annually, in addition to various camps and events, and theatrical production labor is necessary to facilitate the production of these events including audio-visual, carpentry, electrical, theatrical properties, rigging, sound, special effects, wardrobe, hair and makeup, pyrotechnics, unloading and loading of vehicles, and other services customarily associated with theatrical event services; and

**WHEREAS**, the City released a Request for Proposals for Production Labor for the Carver Community Cultural Center on June 30, 2023 and one responsive proposal was received and deemed eligible for review by an evaluation committee who came to a consensus that UTP Productions, Inc. (“UTP”) met the published evaluation criteria and recommends entering an agreement UTP; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The terms and conditions of a three-year Professional Services Agreement for Production Labor for the Carver Community Cultural Center with UTP, with two additional one-year extensions, for an amount of up to \$250,000.00, inclusive of renewals, are authorized and approved. A copy of the Agreement, previously executed by UTP, is attached to this Ordinance as Exhibit I.

**SECTION 2.** Funding in the amount of \$50,000.00 for this Ordinance is available in Fund 11001000, Cost Center 8002750001 and General Ledger 5202020 as part of the Fiscal Year 2024 Adopted Budget approved by City Council.

**SECTION 3.** Additional funding is contingent upon City Council approval of the Fiscal Year 2025 and subsequent budgets that fall within the contract terms of this Ordinance.

**SECTION 4.** Payment in the amount of up to \$250,000.00 is authorized to UTP Productions, Inc. and shall be encumbered with a purchase order.

**SECTION 5.** The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

**SECTION 6.** This Ordinance shall take effect immediately upon the receipt of eight affirmative votes; otherwise it shall be effective ten days after its passage.

**PASSED AND APPROVED** this 12<sup>h</sup> day of December, 2023.

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

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Debbie Racca- Sittre, City Clerk

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Andrew Segovia, City Attorney