

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

**ORDINANCE**

**APPROVING A CONTRACT WITH 3RD STAGE, LLC, TO  
PROVIDE CLAIMS AUDIT SERVICES FOR THE CITY OF  
SAN ANTONIO'S OFFICE OF RISK MANAGEMENT  
BEGINNING JANUARY 1, 2025, AND ENDING  
DECEMBER 31, 2027, WITH TWO ADDITIONAL, ONE-  
YEAR RENEWAL OPTIONS, FOR A FIRST YEAR COST  
OF \$33,000.00 AND AN ESTIMATED TOTAL CONTRACT  
COST OF \$182,347.00. FUNDING IS FROM THE FY 2025  
SELF-INSURANCE FUND ADOPTED BUDGETS.  
FUNDING FOR SUBSEQUENT YEARS IS CONTINGENT  
UPON THE CITY COUNCIL APPROVAL OF THE  
ANNUAL BUDGET.**

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**WHEREAS**, the City released a Request for Proposal (RFP) seeking proposals to provide claims audit services, including workers' compensation (WC), and general and auto liability claims audit services, for the City's Office of Risk Management (ORM); and

**WHEREAS**, the City is primarily self-insured for WC, general liability and auto liability claims and has received an average of 1,517 WC claims and 1,318 general and auto liability claims per year; and

**WHEREAS**, two responses were received and evaluated; and

**WHEREAS**, staff recommends 3rd Stage, LLC, for award of this contract; and

**WHEREAS**, approval of this ordinance will authorize a contract beginning January 1, 2025, and ending December 31, 2027, with the option for the City to renew for two, additional one-year periods, for a first-year cost of \$33,000.00 and an estimated total contract cost of \$182,347.00, including renewal options; and

**WHEREAS**, all expenditures will be in accordance with the applicable fiscal year's budget approved by City Council; **NOW THEREFORE:**

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

**SECTION 1.** The City Manager, or Chief Financial Officer, or their designee, is hereby authorized to execute the *Professional Services Agreement for Claims Audit Services* a copy of which is attached hereto and incorporated herein as **Exhibit I**. This contract may be renewed and extended by the Director of the Office of Risk Management or designee for two additional,

successive one-year renewal periods on the same terms and conditions, subject to funding by the City Council.

**SECTION 2.** Funding for this ordinance in the amount of \$33,000.00 is split between both funds in Workers Compensation Fund 75003000, Cost Center 7501010001 and General Ledger 5201040; and General Liability Fund 75001000, Cost Center 7509020002, General Ledger 5201040 as part of the Fiscal Year 2025 Adopted Budget approved by City Council.

**SECTION 3.** Additional funding is contingent upon City Council approval of the Fiscal Year 2026 and subsequent budgets that fall within term of this contract.

**SECTION 4.** Payment in the amount of \$182,347.00 is authorized to 3rd Stage, LLC, and should be encumbered with a purchase orders.

**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 designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this ordinance.

**SECTION 6.** This ordinance is effective immediately upon passage by eight or more affirmative votes; otherwise, it is effective on the tenth day after passage.

**PASSED and APPROVED this \_\_\_ day of \_\_\_\_\_, 2024.**

**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