

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

**ORDINANCE**

**APPROVING AN AMENDMENT TO THE ON-CALL TITLE REPORT SERVICES AGREEMENT BETWEEN THE CITY OF SAN ANTONIO AND PRIORITY TITLE & ESCROW, LLC, EXTENDING THE CONTRACT FOR A SIX-MONTH PERIOD THROUGH JUNE 30, 2025, AND INCREASING THE AMOUNT BY \$250,000.00 FOR A TOTAL CONTRACT VALUE NOT TO EXCEED \$375,000.00. FUNDING FOR THE AMENDMENT IS AVAILABLE FROM THE GENERAL FUND FY 2025 ADOPTED BUDGET AND THE COMMUNITY DEVELOPMENT BLOCK GRANT.**

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**WHEREAS**, on February 11, 2021, through Ordinance 2021-02-11-0098, City Council approved a Professional Services Agreement (PSA) for title services with Priority Title & Escrow, LLC (“Priority”) for an amount not to exceed \$125,000.00 for four years with a two, one-year extensions; and

**WHEREAS**, Priority was recommended and approved to provide services that included, but were not limited to, title reports, escrow settlement services, recordation and title policies; and

**WHEREAS**, since the award of this contract in February 2021, the Neighborhood and Housing Services Department (NHSD) has more than doubled the numbers of homes repaired, rehabilitated and/or reconstructed with the influx of additional federal grants and General Fund dollars; and

**WHEREAS**, in 2022, voters approved the Housing Bond with a designated \$45 million allocated for homeownership rehabilitation and preservation efforts aimed at assisting low-income homeowners in making necessary repairs and due to significant demand, as a result of the increased funding, the number of projects requiring title services has exceeded the contract capacity of the current PSA with Priority requiring NHSD to issue a formal solicitation to procure a new contract; and

**WHEREAS**, a formal competitive Request for Qualifications (RFQ) has been released for On-Call Title Services and is anticipated to be presented to City Council for consideration in spring 2025; and

**WHEREAS**, to ensure continuity of title and escrow services for the City’s home rehabilitation programs, staff has determined that the current PSA with Priority Title & Escrow, LLC should be extended pending the forthcoming formal solicitation submissions of proposals from other qualified service providers as Priority has the sole source capacity, experience, and expertise to

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perform these title and escrow services and as such, NHSD will need to amend the current PSA with Priority and provide additional funds for services rendered through June 2025; and

**WHEREAS**, this ordinance will approve an amendment to the On-Call Title Services Agreement between the City of San Antonio and Priority to continue the services under the contract's current scope of work through June 30, 2025 and will increase the contract amount to up to \$375,000.00; and

**WHEREAS**, funding for the amendment is available from the General Fund FY 2025 Adopted Budget and the Community Development Block Grant; **NOW THEREFORE**,

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

**SECTION 1.** The City Manager or his designee, the Director of the Neighborhood and Housing Services Department (NHSD) or designee, or the Grants Administrator of NHSD is authorized to execute an amendment to the professional service agreement with Priority Title & Escrow, LLC to extend the contract for a six month period through June 30, 2025 and increase the contract to a total contract value not to exceed \$375,000.00. A copy of said Contract is attached hereto as **Attachment A**.

**SECTION 2.** Funding in the amount of \$ \_\_\_\_\_ for this ordinance is available in Fund \_\_\_\_\_, Cost Center \_\_\_\_\_ and General Ledger \_\_\_\_\_ as part of the Fiscal Year 2025 Adopted Budget approved by City Council.

**SECTION 3.** Payment is authorized to Priority Title & Escrow, LLC and should 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 is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

**PASSED AND APPROVED** this 20th day of February, 2025.

**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

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**ATTACHMENT "A"**  
Amendment to Professional Services Contract – Priority Title & Escrow, LLC

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