

**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 WITH ENGLERT & CO. LLC DBA TEXAS TRUE TAX FOR SERVICES RELATED TO FILING PROPERTY TAX EXEMPTIONS AND PROTESTING PROPERTY TAX ASSESSMENTS ASSOCIATED WITH THE PROPERTY TAX HELP CAMPAIGN IN AN AMOUNT UP TO \$50,000.00 FOR THE TERM BEGINNING UPON AWARD THROUGH SEPTEMBER 30, 2025, WITH AN OPTION TO RENEW FOR ONE, ONE-YEAR TERM, AND A TOTAL CONTRACT AMOUNT UP TO \$100,000.00, INCLUSIVE OF RENEWALS. FUNDING IS AVAILABLE FROM THE GENERAL FUND FY 2025 ADOPTED BUDGET. FUNDING FOR SUBSEQUENT YEARS IS CONTINGENT UPON CITY COUNCIL APPROVAL OF THE ANNUAL BUDGET AND FUNDS.

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WHEREAS, the City issued a Request for Proposals (“RFP”) for “Property Tax Help Professional Services – Direct Services” on October 21, 2024, with a submission deadline of November 20, 2024; and

WHEREAS, the goal of the contract is to develop a public information campaign designed to empower homeowners and help homeowners decrease their tax burden by assisting them with filing appropriate property tax exemptions and appealing their property tax assessments; and

WHEREAS, the RFP was advertised in the HartBeat, TVSA Channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential Respondents; and

WHEREAS, two proposals were received, and both proposals were deemed responsive for evaluation; and

WHEREAS, upon presentation of aggregate scores and stated criteria, a recommendation was agreed upon to award Englert & Co. LLC dba Texas True Tax (“TTT”) the contract; and

WHEREAS, TTT will provide the Neighborhood & Housing Services Department (NHSD) with services to conduct the 2025 Property Tax Help Campaign sessions, which will be held from April 2025 through May 2025 and will include 12 in person sessions and three virtual sessions with each council district to receive at least one session; and

WHEREAS, City staff recommends that the City enter into a contract with Englert & Co. LLC dba Texas True Tax to develop a public information campaign for the City, with an initial term for the period to commence upon award by City Council through September 30, 2025, with one additional, one year contract renewal at the City's option; **NOW THEREFORE**,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The City Manager, or his designee, is authorized to execute a contract with Englert & Co. LLC dba Texas True Tax, to develop a public information campaign, with an initial contract not to exceed \$50,000.00, commencing on award by City Council through September 30, 2025, with the option for a one-year extension for a total amount not to exceed \$100,000.00, contingent on funding availability and at the discretion of the department. A copy of said Contract is attached hereto as **Attachment A**. Staff is authorized to execute the renewal of the contract as directed herein without further action of City Council, contingent upon future budget allocations.

SECTION 2. Payment is authorized to Englert & Co. dba Texas True Tax and should be encumbered with a purchase order.

SECTION 3. 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 4. This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

PASSED AND APPROVED this 13th day of February, 2025.

M A Y O R
Ron Nirenberg

ATTEST:

APPROVED AS TO FORM:

Debbie Racca-Sittre, City Clerk

Andrew Segovia, City Attorney

ATTACHMENT “A”
Professional Services Agreement

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