

**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 SARA WALKER PRIVATE EVENTS, LLC FOR SERVICES RELATED TO EVENT MANAGEMENT SERVICES ASSOCIATED WITH THE PROPERTY TAX HELP CAMPAIGN FOR AN ESTIMATED COST NOT TO EXCEED \$50,000.00 ANNUALLY AND A TOTAL COST NOT EXCEEDING \$100,000.00 FOR A PERIOD UPON CITY COUNCIL APPROVAL THROUGH SEPTEMBER 30, 2025, WITH THE OPTION OF ONE ADDITIONAL, ONE-YEAR RENEWAL. FUNDING FOR FIRST YEAR IS AVAILABLE FROM FY 2025 GENERAL FUND ADOPTED BUDGET. FUNDING FOR A SUBSEQUENT YEAR IS CONTINGENT UPON CITY COUNCIL APPROVAL OF THE ANNUAL BUDGET.

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WHEREAS, Council allocated \$250,000 annually for a Property Tax Help Campaign (PTHC) beginning in FY 2023; and

WHEREAS, the PTHC aligns with two key strategies in the Strategic Housing Implementation Plan (SHIP), a 10-year, cross-organizational plan for housing affordability in our community; and

WHEREAS, the City issued a Request for Proposals (“RFP”) for “Event Management - Property Tax Help Professional Services – Direct Services” on November 6, 2024, with a submission deadline of December 10, 2024; and

WHEREAS, the goal of the contract is to provide event management services for the 2025 Property Tax Help Campaign sessions from April 2025 through May 2025; 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WHEREAS, four proposals were received, with one proposal deemed non-responsive, another proposal withdrawn by respondent prior to evaluation, leaving two proposals deemed responsive for evaluation; and

WHEREAS, upon presentation of aggregate scores and stated criteria, a recommendation was agreed upon to award Sara Walker Private Events LLC (“SWPE”) the contract; and

WHEREAS, SWPE will provide the Neighborhood & Housing Services Department (NHSD) with event management services for the 2025 Property Tax Help Campaign sessions from April 2025 through May 2025, which will include 12 in person sessions and three virtual sessions with

each council district to receive at least one session, ensure each session runs smoothly by conducting site visits, designing event layouts and providing day-of coordination as well as prepare and store campaign materials and help input survey data; and

WHEREAS, upon funding for FY2026, SWPE will take the lead on identifying and securing venues; and

WHEREAS, City staff recommends that the City enter into a contract with Sara Walker Private Events LLC 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 which will also be authorized by this ordinance;
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 Sara Walker Private Events LLC, 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 up to \$50,000.00, 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 Sara Walker Private Events LLC 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:

JYW
02/13/2025
Item No. ##

Debbie Racca-Sittre, City Clerk

Andrew Segovia, City Attorney

JYW
02/13/2025
Item No. ##

ATTACHMENT “A”
Professional Services Agreement