

## ORDINANCE

**APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH AVENU INSIGHTS AND ANALYTICS, LLC FOR HOTEL AND SHORT-TERM RENTAL HOTEL OCCUPANCY TAX FULL-SERVICE ADMINISTRATION TO INCLUDE DISCOVERY, RECOVERY AND AUDIT FOR A TOTAL CONTRACT AMOUNT ESTIMATED AT \$2,700,000 FOR A THREE YEAR TERM COMMENCING NOT LATER THAN NOVEMBER 15, 2022 WITH TWO, ONE-YEAR RENEWAL TERMS AT THE CITY'S OPTION.**

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**WHEREAS**, on November 1, 2018, the City Council approved an ordinance for the regulation of Short Term Rental ("STR") properties in the City: and

**WHEREAS**, the City issued a Request for Proposals for Short Term Rental Monitoring and Compliance Services on December 13, 2017 and Host Compliance LLC was selected to provide the services. The agreement was amended and renewed upon the same terms and conditions and is currently scheduled to terminate December 20, 2022; and

**WHEREAS**, the Development Services Department is in the process of converting their use of Host Compliance, LLC for STR permitting to Accela. As such, the Finance Department developed a Request for Proposals ("RFP") specifically for the collection of Hotel Occupancy Tax ("HOT") with components related to compliance and monitoring. This RFP was broadened from the City's current contract to incorporate the collection of HOT for STRs and Hotels including the collection of the Tourism Public Improvement District ("TPID") assessment fees; and

**WHEREAS**, on October 4, 2021, the City issued the RFP for Collection, Monitoring, and Compliance Services for Hotel Occupancy Tax which was advertised in the San Antonio Express News and posted on the City's website; and

**WHEREAS**, on November 22, 2021, the City received four responses to the RFP which were deemed eligible for evaluation. All four responses included proposals for both components of the RFP. On May 6, 2022, the proposals were evaluated by an Evaluation Committee consisting of representatives from the Finance Department and Information Technology Services Department. On June 14, 2022, interviews were conducted, and the respondents were again scored by the Evaluation Committee. Avenu Insights & Analytics, LLC received the highest ranking for the RFP and is being recommended for award; and

**WHEREAS**, the City is proposing one contract to address both components of the RFP in this *Professional Services Agreement for Hotel and Short-Term Rental Hotel Occupancy Tax Full-Service Administration* with Avenu Insights & Analytics, LLC; **NOW THEREFORE:**

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

**SECTION 1.** The terms and conditions of the *Professional Services Agreement for Hotel and Short-Term Rental Hotel Occupancy Tax Full-Service Administration*, a copy of which is attached hereto as **Exhibit A**, by and between the City and Avenu Insights & Analytics, LLC are hereby approved.

**SECTION 2.** The City Manager or his designee is authorized to execute the *Professional Services Agreement for Hotel and Short-Term Rental Hotel Occupancy Tax Full-Service Administration*, which has been incorporated into this Ordinance for all purposes.

**SECTION 3.** Funding in the amount of \$140,808.00 for this ordinance is available in Fund 29006000, Cost Center 800212002 and General Ledger 5201040 as part of the Fiscal Year 2023 Adopted Budget approved by City Council.

**SECTION 4.** Funding in the amount of \$99,900.00 for this ordinance is available in Fund 29097000, Cost Center 2901010001 and General Ledger 5201040 as part of the Fiscal Year 2023 Adopted Budget approved by City Council.

**SECTION 5.** \$441,600.00 is authorized to be appropriated from the FY 2023 Hotel Occupancy Tax Fund Budget.

**SECTION 6.** Additional funding is contingent upon City Council approval of the Fiscal Year 2023 and subsequent budgets that fall within the contract terms of this ordinance.

**SECTION 7.** Payment is authorized to Avenu Insights & Analytics, LLC and should be encumbered with a purchase order.

**SECTION 8.** 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 9.** This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

**PASSED and APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2022.

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Debbie Racca-Sittre, Acting City Clerk

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Andrew Segovia, City Attorney

**EXHIBIT A**

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