



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** {{item.number}}

**Agenda Date:** March 29, 2023

**In Control:** Audit and Accountability Committee

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Pre-solicitation High Profile Briefing Item for Delinquent Property Tax Collection

**SUMMARY:**

The Finance Department will contract with a firm to assume complete responsibility for the collection of delinquent property taxes under the authority of the City Charter, the Texas Property Tax Code (Tax Code) and subject to the rules and guidelines issued by the Texas Comptroller of Accounts. Because State law requires contracts which are funded from and additional penalty levied under the authority of Section 33.7 of the Tax Code to be limited to the services of private attorneys (Section 6.30 of the Tax Code), the City will limit its acceptance of proposals to those submitted by law firms. This briefing will allow an opportunity for input from Committee members.

**BACKGROUND INFORMATION:**

The pre-solicitation briefing will cover the estimated contract value, projected timeline, high profile designation, scope of work, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran-owned small business preference program applicability and SBEDA Program requirements.

The Finance Department will release a Request for Proposals (RFP) seeking a firm to provide relief delinquent property tax collection services. The estimated annual contract value is \$1,500,000, totaling \$15,000,000 over the initial five-year term with the 1, 5-year renewal option.

**ISSUE:**

For briefing purposes only

**FISCAL IMPACT:**

**For briefing purposes only**

**ALTERNATIVES:**

For briefing purposes only

**RECOMMENDATION:**

For briefing purposes only