



# City of San Antonio

## Agenda Memorandum

**File Number:**21-3909

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**Agenda Item Number:** 35.

**Agenda Date:** 6/17/2021

**In Control:** City Council A Session

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**DEPARTMENT:** Human Resources

**DEPARTMENT HEAD:** Renee Frieda, Interim Director

**COUNCIL DISTRICTS IMPACTED:** City-wide

### **SUBJECT:**

License Agreement between San Antonio Zoo and the City of San Antonio

### **SUMMARY:**

This ordinance authorizes the execution of a license agreement between the City of San Antonio and San Antonio Zoo for a period of one (1) year, with up to four (4) one-year (1) renewal options for the Annual Employee Service Appreciation Event for an estimated amount of \$170,000.00 for the 2021 Event and approximately \$100,000.00 for subsequent annual events. Funding in the amount of \$70,000.00 is available in the FY 2021 General Fund Budget and funding for subsequent years is contingent upon City Council approval of the annual budget.

### **BACKGROUND INFORMATION:**

The Annual Employee Service Appreciation Event is an annual event recognizing City of San Antonio employees celebrating their service anniversaries. The City of San Antonio recognizes service anniversaries in five-year increments (5 years, 10 years, 15 years, 20 years, 25 years, 30 years, 35 years, 40 years, 45 years, etc.).

The previous license agreement with San Antonio Spurs expired following the cancelled 2020 Annual Employee Service Appreciation Event. The 2020 event was cancelled due to the COVID-19 pandemic and the NBA rescheduling games to Orlando, Florida. The 2021 celebration, which will be held before November 7<sup>th</sup>, 2021, will include employees from both years, 2020 and 2021.

To gauge employee interest, employees reaching a service milestone in 2021 were surveyed. The

respondents listed their most important aspects of a celebration as celebrating with family, prizes & food, and unique experiences. Staff also conducted one focus group session with eight employees to better understand the survey results, especially as related to COVID-19 safety precautions.

Staff conducted a site visit to the San Antonio Zoo to view facilities and discuss logistics. The San Antonio Zoo can provide an alternative option for a drive-thru experience should COVID-19 precautions change again before November 2021.

#### **ISSUE:**

This ordinance authorizes the execution of a license agreement between the City of San Antonio and San Antonio Zoo for a period of one year, with up to four (4) one-year (1) period renewal options for the Annual Employee Service Appreciation Event.

#### **ALTERNATIVES:**

Should this contract not be approved, Human Resources would need to examine additional locations and options to host the Annual Employee Service Appreciation Event.

#### **FISCAL IMPACT:**

This ordinance authorizes a professional services contract with the San Antonio Zoo in an estimated amount of \$170,000.00 to host Annual Employee Service Appreciation Events for 2021 with up to four renewal options and approximately \$100,000.00 for each subsequent annual event. Funding in the amount of \$70,000.00 is available in the FY 2021 General Fund Budget and funding for subsequent years is contingent upon City Council approval of the annual budget.

#### **RECOMMENDATION:**

Staff recommends approval of this ordinance to execute a contract with San Antonio Zoo to provide services for the Annual Employee Service Appreciation Event in an amount not to exceed \$170,000 for the 2021, which will include employees from 2020 and 2021, and approximately \$100,000.00 for each subsequent annual event through the life of the agreement.