

AN ORDINANCE 2008 - 01 - 31 - 0088

**AUTHORIZING AN EXTENSION OF A CONTRACT WITH CRIME STOPPERS OF SAN ANTONIO, INC. TO FUND ONE TEMPORARY OFFICE ASSISTANT POSITION THROUGH THE SAN ANTONIO POLICE DEPARTMENT BEGINNING JANUARY 1, 2008 AND ENDING FEBRUARY 29, 2008 UNLESS MUTUALLY AGREED TO EXTEND TO MARCH 31, 2008 WITH COST TO BE REIMBURSED BY CRIME STOPPERS.**

\* \* \* \* \*

**WHEREAS**, this Agreement authorizes Crime Stoppers of San Antonio, Inc. to provide the San Antonio Police Department (SAPD) payment for a temporary clerk to assist SAPD officers assigned as Coordinators to Crime Stoppers; and

**WHEREAS**, the Crime Stoppers of San Antonio, Inc. will provide payment toward the temporary Office Assistant position; and

**WHEREAS**, said Agreement provides for a term of 2 months beginning January 1, 2008 and ending February 29, 2008 with the ability to extend for an additional 30 days if mutually agreed between the parties. **NOW THEREFORE:**

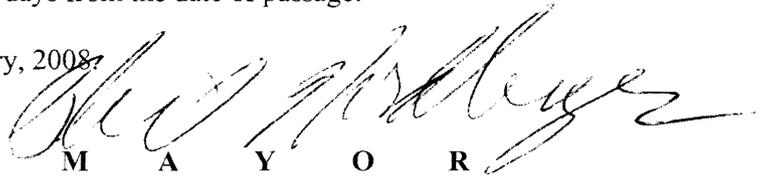
**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The Extension between the SAPD and Crime Stoppers of San Antonio, Inc. to authorize payment by Crime Stoppers for a temporary clerk position in SAPD to assist with Crime Stoppers activities is hereby approved. The City Manager, or her designee, is hereby authorized to execute said Extension. The City Manager, or her designee, is further authorized to execute a subsequent 30 day Extension upon mutual agreement of the parties so long as the Extension is in substantially same form as attached. A copy of the Agreement is attached hereto and incorporated herein as Exhibit "A".

**SECTION 2.** The cost of the temporary Office Assistant position (clerk) will be reimbursed from Crime Stoppers of San Antonio, Inc.

**SECTION 3.** This Ordinance shall take effect immediately if passed and approved by 8 affirmative votes; otherwise, this Ordinance shall take effect 10 days from the date of passage.

PASSED AND APPROVED this 31st day of January, 2008

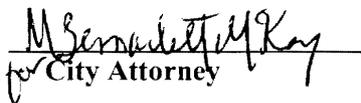
  
M A Y O R

**PHIL HARDBERGER**

ATTEST:

  
Felicia J. So  
City Clerk

APPROVED AS TO FORM:

  
M. Semak  
City Attorney

<b>Agenda Item:</b>	33 ( in consent vote: 7, 9, 10, 11, 13A, 13B, 13C, 13D, 14, 15, 17, 19, 20, 22, 24, 26, 27, 30, 33, 34A, 34B, 34D, 34E, 34F, 34G, 34H, 34I, 34J, 34K, 34L, 34M, 34N, 36 )						
<b>Date:</b>	01/31/2008						
<b>Time:</b>	10:24:15 AM						
<b>Vote Type:</b>	Motion to Approve						
<b>Description:</b>	An Ordinance authorizing an Extension of a contract with Crime Stoppers of San Antonio, Inc. to fund one temporary office assistant position through the San Antonio Police Department beginning January 1, 2008 and ending February 29, 2008 unless mutually agreed to extend to March 31, 2008 with cost to be reimbursed by Crime Stoppers. [Erik J. Walsh, Assistant City Manager; William McManus, Police Chief]						
<b>Result:</b>	Passed						
<b>Voter</b>	<b>Group</b>	<b>Not Present</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Motion</b>	<b>Second</b>
Phil Hardberger	Mayor		x				
Mary Alice P. Cisneros	District 1	x					
Sheila D. McNeil	District 2		x				
Jennifer V. Ramos	District 3		x				
Philip A. Cortez	District 4		x				
Lourdes Galvan	District 5		x				
Delicia Herrera	District 6		x				
Justin Rodriguez	District 7		x				
Diane G. Cibrian	District 8		x			x	
Louis E. Rowe	District 9		x				x
John G. Clamp	District 10		x				
Sheila D. McNeil	District 2		x				
Jennifer V. Ramos	District 3		x				
Philip A. Cortez	District 4		x				
Lourdes Galvan	District 5		x				
Delicia Herrera	District 6		x				
Justin Rodriguez	District 7		x				
Diane G. Cibrian	District 8		x			x	
Louis E. Rowe	District 9		x				x
John G. Clamp	District 10		x				

**EXTENSION OF CLERICAL ASSISTANCE MEMORANDUM OF  
UNDERSTANDING**

- I. The Parties to this Agreement are Crime Stoppers of San Antonio, Inc. and the San Antonio Police Department. Through Ordinance No. 1419, passed and approved on December 14, 2006, City Council authorized the clerical assistance for the Crime Stoppers program.
- II. It is understood there is a continued need for a temporary office assistant by the Crime Stoppers Coordinators.
- III. It is therefore agreed that one temporary office assistant will be assigned to assist the San Antonio Police Officers assigned to Crime Stoppers as Coordinators for thirty (30) hours per week. The thirty hours per week will be worked Monday through Friday between 8 A.M. and 4 P.M. or as scheduled by the SAPD. Crime Stoppers will reimburse the San Antonio Police Department at the rate of nine dollars and forty-two cents (\$9.42) per hour in an amount not to exceed seven thousand three-hundred forty-seven dollars and sixty cents (\$7,347.60). There will be no overtime or holiday hourly rate assistance provided for the office assistant. Furthermore, the San Antonio Police Department will be responsible for any and all required deductions including social security, and other income tax and benefit related deductions. The Police Department will assign the same office assistant regularly if possible. The Lieutenant in charge of the Repeat Offenders Program (ROP) Unit will select the office assistant to be assigned to the Unit. Additionally, the selected office assistant will be cleared to work in a confidential environment as required of all other office assistant at the San Antonio Police Department.
- IV. The office assistant assigned to the temporary position will be required to perform the following essential job functions:
  - Perform a variety of clerical duties in assigned department including coordinating, organizing and maintaining general office records, data entry, distributing mail, answering telephones, and taking messages.
  - Prepare and type letters, memos, and reports.
  - Copy various materials and documents as required.
  - May prepare public relations data, brochures and handouts.
  - Perform related duties and fulfill responsibilities as required.
- V. It is also understood that Crime Stoppers will receive an invoice every quarter with the total hours and the amount due for reimbursement of such clerical assistance. The invoices will be mailed for payment to: **Crime Stoppers of San Antonio, Inc., Attention: Treasurer, P.O. Box 830854, San Antonio, Texas 78283-0854.** Payments will be mailed to: **San Antonio Police Department, 214 W. Nueva – Suite 323, San Antonio, Texas 78207.**

- VI. Clerical assistance service for the Crime Stoppers Coordinators will begin on January 1, 2008 and will continue through February 29, 2008 for a period of sixty (60) days. If mutually agreed to by both parties, this Agreement will be extended for an additional thirty-one (31) days if needed.
- VII. It is understood that all federal and state laws will be followed in the execution of this Agreement.



Bob Vallance II, President  
Crime Stoppers of San Antonio, Inc.



William P. McManus  
Chief of Police

mlb

APPROVED AS TO FORM:



Assistant City Attorney