

AN ORDINANCE 2008-12-11-1137

RATIFYING A ONE-YEAR EXTENSION TO THE CONTRACT WITH E.B. JACOBS TO PREPARE VALIDATED WRITTEN ENTRANCE EXAMINATIONS FOR THE SAN ANTONIO POLICE DEPARTMENT AND THE SAN ANTONIO FIRE DEPARTMENT FOR ANNUAL COMPENSATION IN THE AMOUNT OF \$36,000.00 FOR THE INITIAL ENTRANCE EXAMINATIONS FOR THE SAPD AND THE SAFD AND \$14,000.00 FOR EACH ADDITIONAL ENTRANCE EXAMINATION, AS NEEDED.

WHEREAS, pursuant to the requirements of Chapter 143 of the Texas Local Government Code, the City must administer written examinations for the entry process for San Antonio Fire Department and San Antonio Police Department sworn personnel; and

WHEREAS, it is necessary to engage the services of a consultant to develop and validate said entrance examinations; and

WHEREAS, pursuant to Ordinance 2007-05-31-645, the City entered into a contract with E.B. Jacobs, L.L.C. provide this service for a period ending May 30, 2008; and

WHEREAS, said contract provides for two one-year extensions at the City's option; and

WHEREAS, the City extended the contract for a one-year period for annual compensation in the amount of \$36,000.00 for the initial entrance examinations for the SAPD and the SAFD and \$14,000.00 for each additional entrance examination, as needed, and now seeks to ratify said extension; **NOW THEREFORE:**

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

SECTION 1. The actions of City Staff in executing a one-year extension to the contract with E.B. Jacobs pursuant to Ordinance 2007-05-31-645 to prepare validated written entrance examinations for the San Antonio Police Department and the San Antonio Fire Department for

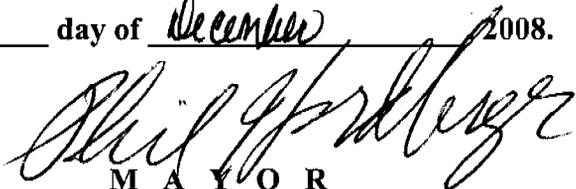
annual compensation in the amount of \$36,000.00 for the initial entrance examinations for the SAPD and the SAFD and \$14,000.00 for each additional entrance examination, as needed, are hereby ratified. A copy of the extension is attached hereto and incorporated herein, and the terms of the extension are hereby approved.

SECTION 2. Funding for this ordinance is available in Fund 11001000 (General Fund), Cost Centers 8002130001 (Assessment Police Cadets) and 8002140001 (Assessment Fire Department), General Ledger 5201040 (Fees to Professional Contractors) as part of the FY09 Budget. Ratification of payment not to exceed the budgeted amount is authorized to E.B. Jacobs and should be encumbered with a purchase order.

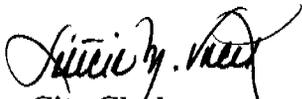
SECTION 3. The financial allocations in this ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts, as necessary, to carry out the purpose of this ordinance.

SECTION 4. This ordinance shall take effect ten days from the date of passage.

PASSED AND APPROVED this 11th day of December 2008.


M A Y O R
PHIL HARDBERGER

ATTEST:

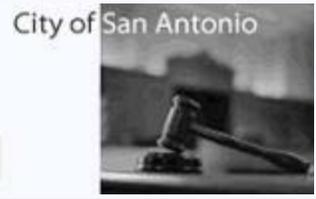

City Clerk

APPROVED AS TO FORM:


for City Attorney



Request for
**COUNCIL
ACTION**



Agenda Voting Results - 9

Name:	8, 9, 11, 12, 13, 15, 18, 19, 21, 22, 23, 24, 25, 27, 28, 29, 30, 34, 35A, 35B, 35C, 35D, 35E, 36, 37, 38, 39, 41, 42, 46, 47
Date:	12/11/2008
Time:	05:03:36 PM
Vote Type:	Motion to Approve
Description:	An Ordinance ratifying a one-year extension to the contract with E.B. Jacobs to prepare validated written entrance examinations for the San Antonio Police Department and the San Antonio Fire Department for annual compensation in the amount of \$38,500.00 for the initial entrance examinations for the SAPD and the SAFD and \$14,000.00 for each additional entrance examination as needed. [Sharon De La Garza, Assistant City Manager; Nikki Ramos, Interim Director, Human Resources]
Result:	Passed

Voter	Group	Not Present	Yea	Nay	Abstain	Motion	Second
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				x
Justin Rodriguez	District 7		x				
Diane G. Cibrian	District 8		x				
Louis E. Rowe	District 9		x				
John G. Clamp	District 10		x			x	

RENEWAL OF
PROFESSIONAL SERVICES CONTRACT

This renewal of the PROFESSIONAL SERVICES CONTRACT ("CONTRACT") for the preparation of written entrance examinations for the positions of fire trainee and police cadet for the San Antonio Police Department and the San Antonio Fire Department, is entered into by and between the CITY OF SAN ANTONIO ("CITY"), a Texas Municipal Corporation, acting by and through its City Manager, pursuant to Ordinance No. 2007-05-31-0645, passed and approved on May 31, 2007, and E.B. Jacobs L.L.C., having its principal place of business at 300 South Burrowes Street, State College, PA 16801 ("CONSULTANT"), acting by and through Rick R. Jacobs, President and C.E.O.

I.

CITY and CONSULTANT having mutually agreed to renew their contractual relationship as provided for in Section IV, TERM OF AGREEMENT, of the CONTRACT, agree that the terms, conditions, covenants, and provisions of Section V remain in effect, said amendment being in accordance with subsection XV, the ENTIRE AGREEMENT, of the CONTRACT.

II.

Section IV, TERM OF AGREEMENT of the CONTRACT, is hereby amended to read as follows:

SECTION IV: TERM OF CONTRACT

Unless terminated sooner, the term of this CONTRACT shall be for a period beginning upon date of execution through May 31, 2009.

III.

All other terms, conditions, covenants, and provisions of the CONTRACT approved by Ordinance No. 2007-05-31-0645, passed and approved on May 31, 2007, remain in effect.

IV.

All said terms, conditions, covenants and provisions herein or as previously agreed to shall comply with all federal, state and local laws and regulations.

RENEWAL OF
PROFESSIONAL SERVICES CONTRACT

EXECUTED this 9th day of June, 2008.

CITY OF SAN ANTONIO

E.B. JACOBS L.L.C.

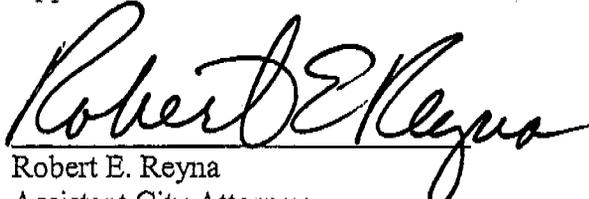


Sheryl L. Sculley
City Manager



Rick R. Jacobs
President and C.E.O.

Approved as to form:



Robert E. Reyna
Assistant City Attorney



CITY OF SAN ANTONIO Request for Council Action

Agenda Item # 9
Council Meeting Date: 12/11/2008
RFCA Tracking No: R-4261

DEPARTMENT: Human Resources

DEPARTMENT HEAD: Nikki M Ramos

COUNCIL DISTRICT(S) IMPACTED:
City Wide

SUBJECT:
Ratification of Contract for Preparation of Entrance Exams for SAFD and SAPD

SUMMARY:

This ordinance ratifies a one-year extension to the contract with E.B. Jacobs, testing consultant, to prepare validated written entrance examinations for the positions of Police Cadet and Fire Fighter Trainee. The contract extension provides for annual compensation in the amount of \$38,500.00 which includes preparation of an initial entrance exam for the San Antonio Police Department and for the San Antonio Fire Department. Each additional entrance examination needed will add an additional cost of \$14,000.00 to the contract.

BACKGROUND INFORMATION:

Texas Local Government Code, Chapter 143, known as the Fire and Police Civil Service Law mandates that all beginning positions be filled from an eligibility list created as a result of a competitive entrance examination.

In 2007, City Council approved a one year contract with E.B. Jacobs with an option to renew for two (2) additional one (1) year periods. This ordinance would ratify a one year extension to the original contract.

Services provided by E.B. Jacobs include a job analysis of each of the job ranks and the preparation of written examinations that consist of questions related to the duties of the respective classifications. Each written examination will be prepared in a manner that complies with professional, state, and federal guidelines related to testing, which include the Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC) guidelines, Department of Justice requirements, and the City's current collective bargaining agreement.

ISSUE:

Chapter 143 of the Texas Local Government Code requires the City to provide for open, competitive and free entrance examinations in order to establish eligibility lists for

beginning positions in the fire and police departments. An eligibility list may only be created as a result of this competitive process. The City has previously contracted with professional testing consultants with the expertise to provide for the development of written entrance examinations. The contract was awarded to E.B. Jacobs through a competitive process approved by City Council in 2007. Ratification of this contract renewal will ensure our ability to continue to administer professionally developed and validated examinations.

ALTERNATIVES:

The civil service statute (Chapter 143 of the Local Government Code) requires written examinations for police and fire entry level positions. Utilizing third party test preparation provides legally defensible validated tests. If this contract extension is not ratified, the City would need to seek an alternate third party to develop examinations.

FISCAL IMPACT:

The annual cost of initial exams prepared under this contract is \$19,500.00 for the San Antonio Fire Department and \$19,500.00 for the San Antonio Police Department. These costs include the development of one entrance examination per year. Each additional entrance examination, if needed, adds a cost of \$14,000.00 to the contract. Funds have been budgeted for these services.

RECOMMENDATION:

Staff recommends approval of this ordinance ratifying the contract extension with E.B. Jacobs, in order to maintain administration of professionally developed promotional examinations.

ATTACHMENT(S):

File Description	File Name
Initial Contract with E.B. Jacobs	E.B. Jacobs Initial Contract.pdf
E.B. Jacobs contract renewal	E.B. Jacobs Contract Renewal.pdf
E.B. Jacobs Discretionary Contracts Disclosure	EB Jabobs Discretionary Disclosure.pdf
Voting Results	
Ordinance/Supplement Documents	200812111137.pdf

DEPARTMENT HEAD AUTHORIZATIONS:

Nikki M Ramos Director (Interim) Human Resources

APPROVED FOR COUNCIL CONSIDERATION:

Sharon De La Garza Assistant City Manager