

**CITY OF SAN ANTONIO  
POLICE DEPARTMENT  
CITY COUNCIL AGENDA MEMORANDUM**

**TO:** Mayor and City Council

**FROM:** Albert A. Ortiz, Chief of Police

**SUBJECT:** Ordinance ratifying the submission of a \$125,000 grant application to the Office of the Governor, Criminal Justice Division (CJD) for the Crisis Assistance Team Administration

**DATE:** March 10, 2005

**SUMMARY AND RECOMMENDATIONS**

This ordinance ratifies the submission a \$125,000 grant application to the Office of the Governor, Criminal Justice Division (CJD) for the tenth year of the Crisis Assistance Team Administration (CATA) program of the Victims Advocacy Section.

Staff recommends approval.

**BACKGROUND INFORMATION**

The purpose of the grant project is to provide administrative and operational support to the Police Department's Crisis Assistance Teams. The Crisis Assistance Team Administration (CATA) will oversee the coordination of crisis intervention volunteers. This program is designed primarily as a collaborative effort in the community to address the issues of violence against women. Services to be provided will include crisis intervention services to battered women and their children by a trained group of community volunteers. Two civilian positions, a Program Coordinator and an Assistant Program Coordinator, will be continued and paid from grant funds.

Due to a new Criminal Justice Division (CJD) directive, all applications submitted for consideration must be accompanied by a ordinance that contains a CJD assigned "grant application certification number". This number was to be assigned by CJD within two weeks after the submission of the application. Consequently the grant application had to be submitted to CJD prior to City Council action authorizing the submission so that the grant application certification number could be included in the ordinance.

This submission is a grant application only and commits no funds to the project. If awarded the grant, acceptance and allocation of the match requirements will be contingent upon City Council approval.

CJD requires the citing of the grant application certification number (13949-08), the specific naming of the "Authorized Grant Official", specific delineation of the type and amount of match being provided and specific language to be included in the ordinance authorizing the application of the grant application.

### **POLICY ANALYSIS**

This Ordinance continues City Council's policy of seeking intergovernmental financial assistance for City crime prevention and enforcement programs. The program will enhance the City's efforts in addressing domestic violence and victims of domestic violence.

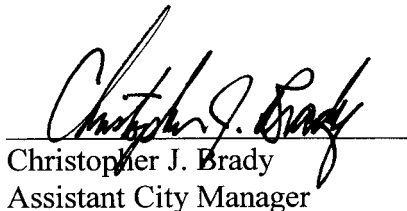
### **FISCAL IMPACT**

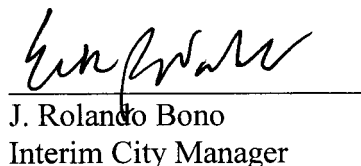
The Office of the Governor, Criminal Justice Division, will provide Grant funds for a total of \$100,000. Volunteer hours provided would be considered an in-kind match of \$25,000 and there is no cash match required. This application obligates no funds. If the grant is awarded, acceptance will be contingent upon City Council approval.

### **COORDINATION**

This ordinance request has been coordinated with Finance, City Attorney's Office and the Office of Management & Budget.

  
Albert A. Ortiz  
Chief of Police

  
Christopher J. Brady  
Assistant City Manager

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J. Rolando Bono  
Interim City Manager

**OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE DIVISION**

**CRISIS ASSISTANCE TEAM ADMINISTRATION**

**BUDGET**

**July 1, 2005 - June 30, 2006**

**Fund:** 26055000

**Internal Order:** 117000000061

<b>SAP G/L</b>	<b>Description</b>	
	Office of the Governor Criminal Justice Division	\$ 100,000
	In Kind Match - Volunteer Services	\$ 25,000
	<b>Total Revenues</b>	<b>\$ 125,000</b>

<b>SAP G/L</b>	<b>Description</b>	
5101010	Salaries	\$ 65,389
5103005	Social Security	\$ 5,002
5105010	TMRS	\$ 8,141
5405040	Flexible Benefits	\$ 13,008
5103010	Life Insurance	\$ 100
5103035	Personal Leave Buy Back Pay	\$ 1,800
	<b>Total Personal Services</b>	<b>\$ 93,440</b>
5403010	Mail and Parcel Post	\$ 995
5403040	Cell Phones	\$ 585
5207010	Travel	\$ 1,100
5103065	Education	\$ 300
5203050	Membership Dues	\$ 250
5203060	Printing, binding & Repro	\$ 500
5203070	Subscriptions to Publications	\$ 130
5304065	Library Materials	\$ 300
	<b>Total Contractual Services</b>	<b>\$ 4,160</b>
5302010	Office Supplies	\$ 500
5304005	Clothing and Linen Supplies	\$ 1,500
5304080	Other Commodities	\$ 400
	<b>Total Commodities</b>	<b>\$ 2,400</b>
6501010	In Kind Match - Volunteer Services	\$ 25,000
	<b>In Kind Match - Volunteer Services</b>	<b>\$ 25,000</b>
	<b>Total Project Expenditures</b>	<b>\$ 125,000</b>

OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE DIVISION

CRISIS ASSISTANCE TEAM ADMINISTRATION  
(CATA)

PERSONNEL COMPLEMENT  
July 1, 2005 - June 30, 2006

Funded Positions

Activity Number	Job class	Job Title	Number of Positions
17-10-49	0915	Program Coordinator	1
	0916	Assistant Program Coordinator	1

**City of San Antonio**  
**ERM SAP Grant Internal Order Request Form**

Please check one:

This is a request to:

- ☒ **ADD**  
☐ **CHANGE**  
☐ **EXPIRE**

Business Area  (Represents four digit department code e.g. 2600 Parks)

Internal Order Name (maximum 20 characters)

Functional Area (Service Effort) # (max 16 digits)

Requesting Cost Center Number (10 digits)

Responsible Cost Center Number (10 digits)  (Links to the Fund Center and Fund impacted)

If Grant Award Grantor

Grant

Grant Award #

Person Responsible (Optional) (maximum 20 characters)

Date Required

Justification or Reason Required (fully explain the purpose for this request and the intended use in as much detail as possible):

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Requestor Information:

Name & Title

Phone Number

Department

Department Approval

Date

(Internal use Only)

Request Number

Client ☐ 150 ☐ 350 ☐ 380  
☐ 250 ☐ 360 ☐ 400  
☐ 260 ☐ 370 ☐ Production

Person Responsible

Creation Date for Production

Unit Tested	<input type="text"/>
Integration Tested	<input type="text"/>
Database Update	<input type="text"/>
Integration Points	<input type="text"/>
Interface Points	<input type="text"/>
Interfaces Impacted	<input type="text"/>
Requestor Notified Date	<input type="text"/>