



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager **DATE:** January 9, 2023  
**SUBJECT:** Authorize the City Manager to execute a Texas Anti-Gang (TAG) Center Analyst Agreement with Jessica Mast in an amount of \$49,649.25 pro-rated for seven months.  
**PRESENTER:** Jimmy Perdue, Director of Public Safety

**Summary:**

As a part of the Texas Anti-Gang (TAG) grant awarded to the City of North Richland Hills (NRH), a second analyst position is approved to support the need of staff assigned to the TAG. The position was advertised and processed through the NRH Human Resources Department following all normal protocols. Following a review of resumes and selection process, Jessica Mast was selected as the best candidate and offered the position. The position is an independent contractor position with NRH who will work at the TAG office in Irving, Texas.

**General Description:**

Pursuant to the FY 2022 Grant 2848908 award for the TAG Center by the Office of the Governor, the NRH as the grant fiduciary is charged with conducting transactions for the grant on behalf of the TAG Center. As such, the attached agreement names Jessica Mast as the center's second analyst, as well as specifies the terms of her contract employment.

The agreement for the TAG Center Analyst has a pro-rated term of seven months of service beginning February 1, 2023, with the agreement automatically renewing, as long as grant funds are available and have been appropriated, for successive one-year terms, unless canceled by either party. The scope of services includes performance of duties based on the job qualification document and any other applicable City policy. The TAG Center Analyst is compensated for services rendered in equal installments of \$7,092.75 per month, which includes \$75 per month cell phone allowance. The total compensation for the seven-month pro-rated term will be \$49,649.25. For each 12-month renewal thereafter, the total compensation will be equivalent to the GS pay grade approved in the applicable fiscal year grant budget.

**Recommendation:**

Authorize the City Manager to execute a TAG Center Analyst Agreement with Jessica Mast in an amount of \$49,649.25 pro-rated for seven months.