

**MEMORANDUM OF AGREEMENT**  
**Between the City of North Richland Hills and the Tarrant County Criminal District Attorney's Office**  
**For Reimbursement of Overtime Salary Costs**  
**Associated with the**  
**North Texas Anti-Gang Center Task Force**

**I. PURPOSE**

This Memorandum of Agreement, hereinafter referred to as "MOA," is made this 1st day of May, 2022 between the City of North Richland Hills, hereinafter referred to as "NRH," and the Tarrant County Criminal District Attorney's Office, hereinafter referred to as "CDA" for the purpose of reimbursement of overtime salary costs directly related to work performed by the CDA officer(s) in providing resources to assist the North Texas Anti-Gang Center Task Force, hereinafter referred to as "TAG."

**II. CONDITIONS AND PROCEDURES**

- A. CDA will be responsible for making payments of overtime to its officer(s) during the period of assignment to TAG. Subject to availability of funds and to the extent they are included in TAG's approved fiscal year budget, NRH will reimburse CDA for overtime payments made by CDA to its officer(s) assigned to TAG investigations/assignments, up to a maximum sum of \$10,000. Overtime costs will not include benefits such as paid annual leave, compensatory leave, sick leave, holiday leave or retirement. All reimbursable hours of overtime work covered under this MOA must be approved in advance by the TAG Administrator.
- B. CDA will submit all requests for reimbursable payments, together with the appropriate documentation as to time and activity reports, to the TAG Administrator by the 10<sup>th</sup> day of each subsequent month that the agency is seeking reimbursement. CDA will submit the request for reimbursement via email to [TAGAdmin@texomahidta.org](mailto:TAGAdmin@texomahidta.org) or mail to the following address: North Texas TAG, Attn: Scott McRory 6303 Commerce Dr. Suite 100, Irving, Texas 75063.
- C. Circumstances of this MOA deem CDA to be a single source provider of the services for their employees covered under this agreement.

**III. DURATION**

The term of this MOA shall be effective from the date in paragraph one and will remain in effect until August 31, 2023. This MOA may be modified or terminated by either one of the parties by mutual consent. Billing for all outstanding obligations must be received by NRH within 60 days of the date of termination of this agreement. NRH will be responsible only for obligations incurred by CDA during the term of this MOA.

IN WITNESS WHEREOF, the following authorized representatives execute this agreement:

**City of North Richland Hills**

**Tarrant County**

BY: \_\_\_\_\_  
Mark Hindman, City Manager

BY: \_\_\_\_\_  
Tim O'Hare, County Judge

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attest:**

\_\_\_\_\_  
Alicia Richardson, City Secretary

\_\_\_\_\_  
Phil Sorrells, Criminal District Attorney

**Approved as to Form:**

**Approved as to Form:**

\_\_\_\_\_  
Maleshia McGinnis, City Attorney

\_\_\_\_\_  
Criminal District Attorney's Office\*

\*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.