



CITY COUNCIL MEMORANDUM

From: The Office of the City Manager

Date: October 10, 2016

Subject: Authorize the City Manager to execute a contract, as grant fiduciary for the North Texas Anti-Gang (TAG) Center, for a TAG center analyst, with Rebecca Ciferri in an amount of \$46,583.30 pro-rated for 10 months, and \$55,899.96 per year for each one year renewal.

Presenter: Rick Scott, Assistant Police Chief

Summary:

As a part of the Texas Anti-Gang (TAG) grant awarded to the City of North Richland Hills (NRH), an analyst position is needed 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 an interview panel, Rebecca Ciferri was selected as the best candidate and offered the position. The position is a contract employee who will work at the North Texas HIDTA office but since NRH is the grant fiduciary, will be under contract with NRH.

General Description:

Pursuant to the 2016 grant award for the North Texas Anti-Gang Center by the Office of the Governor, the City of North Richland Hills as the grant fiduciary is charged with conducting transactions for the grant on behalf of the HIDTA TAG Center. As such, the attached contract names Rebecca Ciferri as the center's analyst, as well as specifies the terms of her contract employment.

The independent contract for the TAG Center Analyst has a pro-rated term of ten months of service beginning November 01, 2016, with the contract automatically renewing for successive one year terms, unless cancelled 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 \$4,658.33 per month, which includes \$75 per month cell phone allowance. The total compensation for the 10 month pro-rated term will be \$46,583.30. For each 12 month renewal thereafter, the total compensation will be \$55,899.96 annually. The monies obtained from the Texas Anti-Gang (TAG) Program from the office of the Texas Attorney General will be used to fund this position. NRH will only be obligated for the contract as long as grant funding is available



The City of North Richland Hills will utilize monies obtained from the aforementioned grant to provide all facilities, furniture, fixtures, equipment and supplies reasonably necessary for the performance of the analyst duties. Should the contract be terminated by the City of North Richland Hills notice is not required. If the TAG Center Analyst desires to terminate the contract with the City of North Richland Hills a thirty-day notice is required.

Recommendation:

Authorize the City Manager to execute a contract, as grant fiduciary for the North Texas Anti-Gang (TAG) Center, for a TAG center analyst, with Rebecca Ciferri in an amount of \$46,583.30 pro-rated for 10 months, and \$55,899.96 per year for each one year renewal.