

**MEMORANDUM OF AGREEMENT**  
**Between the City of North Richland Hills and the City of Vernon**  
**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 1<sup>st</sup> day of September, 2017 between the City of North Richland Hills, hereinafter referred to as "NRH," and the City of Vernon, hereinafter referred to as "VERNON" for the purpose of reimbursement of overtime salary costs directly related to work performed by the VERNON 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. VERNON 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 VERNON for overtime payments made by VERNON to its officer(s) assigned to TAG investigations/assignments, up to a maximum sum equivalent to 25 percent of the salary of a GS-12, Step 1-RUS Employee or any maximum amount less than this as approved by the TAG Board of Directors. 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. VERNON 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. VERNON 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: Todd Reichert 8404 Esters Blvd. Suite 100, Irving, Texas 75063.
- C. VERNON agrees that an authorized official will execute and return to NRH the attached Vendor Information Form, W-9 and ACH Request to facilitate reimbursable payments. Circumstances of this MOA deem VERNON 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, 2018. 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 VERNON during the term of this MOA.

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

**City of North Richland Hills**

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

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

**Attest:**

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

**Approved as to Form:**

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

**City Of Vernon Police Department**

BY:  \_\_\_\_\_

Date: 7-31-18