

AGREEMENT REGARDING ADMINISTRATIVE SERVICES

This Agreement is made by and between **City of Red Lodge** ("City"), and **Diane R. Beres** ("Beres").

1. Beres agrees to provide administrative services to Red Lodge Police Department ("RLPD") for a period beginning July 1, 2019 through August 31, 2022. Beres will provide a minimum of fifty (50) hours of administrative services to the RLPD each month during the contract period. Increase in hours provided may be negotiated by either party during the term of this contract but shall not go below the minimum fifty (50) hours.
2. Beres's employment is on a contract basis. That is, she is not an employee of City. City will not withhold taxes from her compensation. City will not pay her health or retirement benefits.
3. For her administrative services, City agrees to compensate Beres in the amount of \$700.00 per month for a total of \$8,400.00 for a twelve (12) month period at a minimum. Increase in compensation may be negotiated by either party during the term of this contract but shall not go below the current, minimum monthly rate of \$700.00.
4. Beres may provide her own personal office and equipment in her home at no additional charge. City, however, will provide office space in the RLPD to use. Beres may determine her own hours of work, except and only except, Beres shall provide fifty (50) hours of administrative services each month.
5. Beres shall receive reimbursement monthly for authorized out-of-pocket costs. Such costs are defined as all filing fees, court costs, subpoena costs, scanning charge, telefax, and photocopying charges and travel costs outside of Red Lodge, and any other disbursements or expenses incurred by Beres while providing administrative services to RLPD. These costs may be billed monthly by Beres and, if unpaid, shall bear interest at the rate of one (1%) per month.
6. This Agreement is the entire Agreement of the parties, and no alteration, amendment, deletion or addition hereto is effective unless the same is reduced to writing and signed by the parties.
7. In the event Beres finds it necessary to terminate this Agreement she may do so by submitting a thirty (30) day prior, written notice.

CITY OF RED LODGE

AGREED:

BY: WILLIAM LARSON
Mayor, City of Red Lodge

DATE

AGREED:

DIANE R. BERES

DATE