

**THE STATE OF ARKANSEAS**

**COUNTY OF MILLER**

**CITY OF TEXARKANA**

**AGREEMENT**

**THIS AGREEMENT** entered into to be effective the 1<sup>st</sup> day of January, 2018, by and between the City of Texarkana, Texas (hereinafter called the "Contractor"), and the City of Texarkana, Arkansas, (herein called the "City").

**WITNESSETH**

**WHEREAS**, the Contractor has employed a full time Criminal Investigation Division Secretary/Receptionist; and

**WHEREAS**, the City desires to engage the Contractor's Criminal Investigation Division Secretary/Receptionist to render certain services of a similar nature therewith;

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1. Scope of Services. The Contractor's Secretary/Receptionist shall, in a satisfactory and proper manner as determined by the City, perform the following service:
  - a. Provide Secretarial/Receptionist services for the Criminal Investigation Division.
2. Time of Performance. The services of the Contractor are to commence January 1, 2018, and continue for a period of one year, at which time the contract may be continued by mutual agreement of both parties.
3. Compensation. The City agrees to pay the Contractor one half of the salary and benefits which shall constitute full and complete compensation for the Contractor's Secretarial/Receptionist services and expenses incurred under this contract. Such sum shall be paid to Contractor upon the receipt of the properly recognized invoice of same by the City and in no case shall the total payment exceed \$21,932.37 for the fiscal billing year of the Contractor.
4. Compliance with Rules and Regulations. It is further agreed that Contractor will abide by all Federal, State, and Local Laws, Ordinances, Rules, and Regulations that are commonly imposed on Secretarial/Receptionist services.

5. Insurance, Other Costs. The Contractor herein agrees to provide adequate insurance limits, and all related employee benefits as prescribed by law for all employees who will act as the Contractor's agent in performing Secretarial/Receptionist services in Texarkana, Arkansas.

IN WITNESS WHEREOF, the City and the Contractor have hereunto set our hands on this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and do hereby affirm and ratify the effective date of this agreement to be the 1<sup>st</sup> day of January, 2018.

CITY OF TEXARKANA, ARKANSAS

\_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

CITY OF TEXARKANA, TEXAS

Shirley Jaster  
City Manager

ATTEST:

[Signature]  
City Secretary