

## **Exhibit "A"**

### **Compensation**

Tedra Allen will provide the services listed in Section 2 of the resolution for the annual sum of Ten Thousand Two Hundred 00/100 (\$10,200) in twelve (2) equal month installments.

In the event any additional services\* are requested by the Village, services would be at an hourly rate of \$45.00 plus any expenses (i.e. travel, postage, courier, and copies)

Supplies for the Village purchased by Administrative Assistant shall be reimbursed by the Village upon being provided a written receipt for said purchases.

(\*Administrative Assistant may not incur such additional costs with express written or verbal authority from the Mayor and/or Council. "Additional services" may include, but are limited to, travel time for delivery services, time for accumulation, copying, and/or scanning of excessive documentation to respond to public records; computer software installation and/or training; meeting with officials, the Village attorney, Village accountant, and/or other persons at the request of the Mayor; and such other services as deemed necessary at the discretion and authorization of the Mayor).