



Steve Hasson, City Administrator
City of North Bonneville
PO Box 7
North Bonneville, WA 98639

August 5, 2013

Dear Mr. Hasson:

After discussing with you the city's needs for finance and management services, I am pleased to present the following proposal.

Objective

Pulse Consulting will provide both project specific and ad-hoc finance and management services. These services will enable more efficient management of the city, supply background materials needed for grant and loan applications, and fulfill state audit requirements.

Scope of Services

1) 2014 Budget

Pulse Consulting will develop the city's 2014 Budget in coordination with the city. Using Excel spreadsheets, we will prepare revenue and expense projections similar to those used in the 2013 budget. We will also compile the final Word document and provide both an electronic copy and 7 hard copies.

Services include 7 Council Presentations/Discussions. Services do not include ordinances, resolutions, or publishing notices in the newspaper. The city will also be responsible for providing background research and information, budget requests, budget message and overall direction.

2) Capital Facilities Plan

Pulse Consulting will develop a Capital Facilities Plan (CFP) in coordination with the city. The plan will be based on a plan (see attached) developed by John Spencer for the City of Tonasket. This plan will provide background information on the city and will discuss all known capital needs in both 6- and 20-year horizons. Water and sewer portions of the plan will be compiled from existing water and sewer system plans. Other portions of the plan will be developed through discussions with staff.



Services will include development of the plan and associated spreadsheets. We will provide both an electronic copy of the document and 7 hard copies. Services do not include mapping.

3) Ad-Hoc Services

Pulse Consulting will provide advice and take on small ad-hoc projects as requested.

Fees

Total Contract Not To Exceed \$4,960

Task	Hours	Rate	Estimate
1) Budget	49	\$40	\$1,960
2) CFP	40	\$40	\$1,600
3) Ad-Hoc	35	\$40	\$1,400

Billing will be in 15-min intervals, rounded down to the nearest 15 minutes (in other words, short phone calls will be provided free of charge). There will be no charge for travel to and from the city.

Thank you for your time and consideration. We look forward to working with you.

Sincerely,

John C. Spencer