



## AGREEMENT FOR PROFESSIONAL SERVICES

**Date:** August 7, 2013

**Local Government Entity Name:** City of North Bonneville

**Address:** 214 Cascade Mall Dr. (m/a P.O. Box 7)  
North Bonneville, WA 98639

**Entity Type:** Code

**Contact Person:** Steve Hasson, City Administrator, Clerk/Treasurer

**Professional Service Dates:** T.B.D. scheduled between the City and Vision Professional Services on dates that are mutually agreed upon.

**Scope of Training / Assistance to be provided:**

On-site training for newly appointed City Admin/Clerk/Treasurer Steve Hasson. The training will focus on the three (3) core areas of the position: (see attached brochure)

- Treasurer functions – budgeting, accounting and reporting
- Clerk's functions – public records, records management and meetings/minutes
- Administrative functions – Internal control procedures, personnel and pay issues (reporting and compliance); proprietary activities associated with Utilities; debt management, audit issues and legal compliance

**Professional Services Contract Cost:**

Training / professional service costs are estimated at \$ 1,500.00 composed of the following:

- 2 days at \$ 750.00 per day
- Travel to be billed at cost. Estimated at \$ 450.00 (travel is billed at cost using current state per diem)

**Anticipated number of hours to be provided:** 16-20 hours

**Local Government Acknowledgment:** Management (Mayor and Clerk) must assume responsibility for the outcomes of the work to be provided by Vision Professional Services. The city shall designate (the contact person) Steve Hasson, City Administrator/Clerk/Treasurer to be responsible for the oversight of the professional services to be provided. That such oversight shall include monitoring the performance of the services to ensure that it meets the objectives of the city and that any decisions that involve authorizing transactions, making policy decisions that affect operations or maintaining the financial records of the city shall be the full responsibility of the City of North Bonneville management.

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City Administrator – Steve Hasson

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Date