



CITY OF COBURG • P.O. BOX 8316 • COBURG



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Professional Services Agreement

By this agreement, beginning April 1, 2024 and concluding March 30, 2025, the City of Coburg (City) retains the professional services of Cindy Hanks (Hanks) to provide internal financial support, technical assistance and guidance. In addition to general governmental finance/accounting consulting, the work will be focused primarily on the following:

- Monthly Reconciliation Process – Review, update, train, document
- Payroll set up in Springbrook – All data, pay rates and deduction codes to meet July 1, 2024 implementation
- Chart of Accounts – Review and update for FY25
- Creation of new Funds for SDC's and a Cash Control Fund (affects/improves reconciliation process)
- Budget Consultation/Support + Adopted budget into Springbrook
- Quarterly Financial Reports – Review existing template, update, train, document
- Conversion of systems to allow for biennial budget (upon Council approval)

Finance Director, Greg Peck will be the primary staff contact for this work. Hanks will make every effort to respond timely to support/assistance requests within 24 to 48 hours and mutually agree on task completion timelines for each support/assistance request. It is expected that these tasks will be completed with a combination of on-site and remote work, with specific scheduling mutually determined by Peck and Hanks.

Hanks is providing professional services as an independent contractor doing business as Plan + Results LLC. The City agrees to pay Hanks a retainer rate of three thousand dollars (\$3,000) per month for these services, calculated by a commitment from Hanks to be available a minimum of eight (8) hours per week at a rate of \$90 per hour. (8 hrs. x 4.2 weeks/mo. X \$90). Actual hours beyond those included in the monthly retainer will be billed monthly at the same \$90/hr. rate, upon prior agreement and approval of the Finance Director.

Hanks is to invoice the City monthly. The City requires Hanks to complete IRS form W-9 (attached) before first payment will be made. The City will issue Hanks a 1099-Misc tax form at the end of the calendar year for which this agreement period covers.

Hanks agrees to defend, hold harmless, and indemnify the City, its officers, employees, board members, and agents from any and all liability, damages, costs, expenses, and attorney fees arising out of Hanks' negligence while engaged in the activities arising out of this Agreement.

Through signature, Hanks agrees to all terms and conditions set forth in this Agreement. Either party may terminate this agreement immediately by requesting to do so in writing with final payment consisting of a proration of the monthly retainer at the time of termination.

Cindy Hanks _____
Principal, Plan + Results, LLC

Date: _____

Nancy Bell _____
Mayor, City of Coburg

Date: _____