

City of Yachats and Thomas J Lauritzen

Services Agreement/Memorandum of Understanding

This is an agreement between the City of Yachats and Thomas J Lauritzen (Service Provider) for temporary accounting services covering the period of transition from Council of Governments (COG) to a permanent staffing solution determined by the Interim City Manager and the Yachats City Council.

The Service Provider will fill two roles during the transition, transaction specialist and City Accountant. The first role will entail entering accounts payable transactions into the City's Springbrook financial system and conducting the bi-monthly payroll process. The second role will be serving as the City Accountant, as needed, to analyze financial reports, enact Council/Interim City Manager decisions into the financial software, report on financial conditions, make financial and organization recommendations as requested, provide staff training as directed, interview candidates for positions authorized by City decisions and to provide any financial support requested by the Interim City Manager or City Council. The Service Provider may also transition transaction processing (first role) to existing City staff, as directed by the Interim City manager or City Council.

During this transition period Service Provider acknowledges the existing contract between the City and Janet Cline, an independent Service Provider with specialized knowledge of the City's Springbrook software system and will work harmoniously with Janet Cline to deliver the best possible financial and reporting services that we can collectively deliver.

The Service Provider understands that this agreement is temporary and can be terminated by the City of Yachats at any time without reason. Service provided under this agreement will be compensated at a rate of \$55 per hour, consistent with the rate paid to Janet Cline. The Service Provider is currently applying for a Yachats Business License. It is understood that this Services Agreement is less than full time, meaning it will be conducted on a part time basis for the transition period from COG to the City's authorized final staffing model.

Effective May 10, 2021

For the City – Lee Elliott, Interim City Manager

Service Provider – Thomas J Lauritzen
